

Program	325-S												
Term	JUNE 30, 2014 to JULY 1, 2014												
Title:	AJS-1 and TITLE II REDESIGN NOTICES-SSA												
			CENVEO ST. LOUIS			NPC, INC.		PINNACLE DATA SYSTEM		SOURCELINK OHIO, LLC		CURRENT CONTRACTOR	
		BASIS OF	EUREKA, MO		CLAYSBURG, PA		SUWANEE, GA		MIAMISBURG, OH		SOURCELINK, OHIO		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPOSITION:												
(a)	Envelopes.....per envelope.....	21	\$52.63	\$1,105.23	NC	\$0.00	NC	\$0.00	\$25.00	\$525.00	\$50.00	\$1,050.00	
II.	PROOFS												
(a)	Color content proofs.....per trim/page-size unit.....	348	\$5.26	\$1,830.48	\$1.00	\$348.00	\$10.00	\$3,480.00	\$50.00	\$17,400.00	\$50.00	\$17,400.00	
(b)	Ink jet color proofs.....per trim/page-size unit.....	60	\$15.79	\$947.40	\$1.00	\$60.00	\$20.00	\$1,200.00	\$50.00	\$3,000.00	\$127.00	\$7,620.00	
III.	PRINTING/IMAGING and BINDING:												
(a)	*Daily makeready/setup charge.....	250	\$789.47	\$197,367.50	\$470.00	\$117,500.00	NC	\$0.00	\$300.00	\$75,000.00	\$16.90	\$4,225.00	
(b)	Notices face and back.....per 1,000 leaves.....	47016	\$26.82	\$1,260,969.12	\$11.25	\$528,930.00	\$18.00	\$846,288.00	\$16.90	\$794,570.40	\$8.40	\$394,934.40	
(c)	Mailout Envelope (4-1/8 x 9-1/4).....per 1,000 leaves.....	6,158	\$7.37	\$45,384.46	\$7.50	\$46,185.00	\$14.75	\$90,830.50	\$6.85	\$42,182.30	\$7.92	\$48,771.36	
(d)	Mailout Envelope (6-1/8 x 9-1/2).....per 1,000 leaves.....	35,328	\$8.42	\$297,461.76	\$9.75	\$344,448.00	\$28.00	\$989,184.00	\$7.97	\$281,564.16	\$13.11	\$463,150.08	
(e)	Green BRM Envelope.....per 1,000 leaves.....	900	\$9.47	\$8,523.00	\$11.70	\$10,530.00	\$19.50	\$17,550.00	\$7.86	\$7,074.00	\$4.60	\$4,140.00	
(f)	CRM and CRM CMS Return Envelopes.....per 1,000 leaves.....	28	\$41.68	\$1,167.04	\$23.90	\$669.20	\$19.50	\$546.00	\$42.12	\$1,179.36	\$6.58	\$184.24	
(g)	Form SSA-3105: (10-1/2 X 8").....per 1,000 complete form.....	490	\$28.67	\$14,048.30	\$14.17	\$6,943.30	\$18.00	\$8,820.00	\$6.46	\$3,165.40	\$23.59	\$11,559.10	
(h)	Leaflets: SSA Pub.05-10018 (Printed face and black) (10-1/2 x 8") Price offered includes folding down to (3-1/2 x 8").....per 1,000 complete leaflets.....	8	\$494.07	\$3,952.56	\$9.13	\$73.04	\$18.00	\$144.00	\$227.78	\$1,822.24	\$41.97	\$335.76	
(i)	Saddle-stitched booklets: SSA Pubs 05-10076, 05-10077, 05-10153, 05-10903, 05-10976 and 05-10977 (5-1/4 x 8") including binding.....per 1,000 complete booklets.....	1212	\$163.74	\$198,452.88	\$79.00	\$95,748.00	\$7.00	\$8,484.00	\$41.97	\$50,867.64	\$184.73	\$223,892.76	
(j)	Saddle-stitched booklets: SSA Pubs 05-10137, 05-10138(3-1/2 x8) including binding.....per 1,000 complete booklets.....	14	\$376.01	\$5,264.14	\$104.27	\$1,459.78	\$7.00	\$98.00	\$184.73	\$2,586.22	\$34.72	\$486.08	
(k)	Factsheets: SSA Pubs 05-10007 (8-1/2 x 11") price offered includes folding.....per 1,000 factsheets.....	42	\$111.11	\$4,666.62	\$20.20	\$848.40	\$7.00	\$294.00	\$29.30	\$1,230.60	\$34.72	\$1,458.24	
IV.	PAPER: Per 1,000 Leaves												
	Notices : 8-1/2 x 11"												
	Mailout Envelope: 4-1/8 x 9-1/4"												
	Mailout Envelope: 6-1/8 x 9-1/2"												
	Green BRM Envelope: 3-7/8 x 8-7/8"												
	CRM and CRM CMS Return Envelopes: 3-7/8 X 8-7/8"												
	SSA-3105:10-1/2 X 8"												
	Leaflets: SSA Pub.05-10018 10-1/2 X 8"												
	BOOKLETS:												
	SSA Pub. 05-10076, SSA Pub. 05-10153, SSA Pub. 05-10077, SSA Pub. 05-10903, SSA Pub.10976, SSA Pub.05-10977: 5-1/4 x 8"												
	SSA Pub. 05-10137, SSA Pub. 05-10138: 3-1/2 x 8"												
	FACTSHEETS:												
	SSA Pub. 05-10007: 8-1/2 x 11"												
(a)	White Offset Book (50 lb.) Notices												
1	Format A - 5-1/4 x 8"	xxxxxx											
2	Format B - 8-1/2 x 11"	47016	\$7.06	\$331,932.96	\$8.68	\$408,098.88	\$7.00	\$329,112.00	\$9.37	\$440,539.92	\$9.37	\$440,539.92	
3	Format C - 14 x 8"	xxxxxx											
(b)	White Offset Book (60 lb.) Notices												
	(Factsheets, Leaflets, and Booklets)												
1	Format A - 5-1/4 x 8"	14856	\$4.19	\$62,246.64	\$5.48	\$81,410.88	\$4.25	\$63,138.00	\$6.86	\$101,912.16	\$6.86	\$101,912.16	
2	Format B - 8-1/2 x 11"	42	\$8.27	\$347.34	\$9.74	\$409.08	\$8.00	\$336.00	\$138.54	\$5,818.68	\$12.31	\$517.02	
3	Format C - 14 x 8"	xxxxxx											

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ITEM NO.	DESCRIPTION	BASIS OF AWARD	EUREKA, MO		CLAYSBURG, PA		SUWANEE, GA		MIAMISBURG, OH		SOURCELINK, OHIO		
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
(c)	White Wove (24lb.)Mailout and Envelopes												
1	Format A - 5-1/4 x 8"	xxxxxx											
2	Format B - 8-1/2 x 11"	6158	\$8.42	\$51,850.36	\$7.50	\$46,185.00	NC	\$0.00	\$10.28	\$63,304.24	\$10.28	\$63,304.24	
3	Format C - 14 x 8"	32,328	\$10.53	\$340,413.84	\$9.75	\$315,198.00	NC	\$0.00	\$11.96	\$386,642.88	\$11.96	\$386,642.88	
(d)	Green Writing (20 lb.) 3-7/8 x 8-7/8" BRM Envelope												
1	Format A - 5-1/4 x 8"	xxxxxx											
2	Format B - 8-1/2 x 11"	900	\$8.42	\$7,578.00	\$11.70	\$10,530.00	NC	\$0.00	\$11.79	\$10,611.00	\$11.79	\$10,611.00	
3	Format C - 14 x 8"	xxxxxx											
(e)	White Writing (20 lb.) 3-7/8 x 8-7/8"												
	CRM and CRM CSM Envelopes												
1	Format A - 5-1/4 x 8"	xxxxxx											
2	Format B - 8-1/2 x 11"	28	\$13.87	\$388.36	\$23.90	\$669.20	NC	\$0.00	\$63.18	\$1,769.04	\$63.18	\$1,769.04	
3	Format C - 14 x 8"	xxxxxx											
(f)	White C.W. Writing (20 lb.) Forms SSA-3105												
1	Format A - 5-1/4 x 8"	xxxxxx											
2	Format B - 8-1/2 x 11"	490	\$12.92	\$6,330.80	\$6.25	\$3,062.50	\$8.00	\$3,920.00	\$9.68	\$4,743.20	\$8.50	\$4,165.00	
3	Format C - 14 x 8"	xxxxxx											
V.	INSERTING AND MAILING												
(a)	Mailer 1 (English Notice, Mailout Envelope, Form SSA-3105, Pub Nos. 05-10007, 05-10018, 05-10076, 05-10077, 05-10137, 05-10153, Green BRM Return Envelope, CRM Return Envelope, CRM CMS Return Envelope).....Per 1,000 Complete Mailers.....	32507	\$30.72	\$998,615.04	\$30.66	\$996,664.62	\$15.00	\$487,605.00	\$35.43	\$1,151,723.01	\$12.91	\$419,665.37	
(b)	Mailers 2 (Spanish/English Notice, Mailout Envelope, Form SSA-3105, Pub Nos. 05-10007, 05-10018, 05-10138, 05-10903, 05-10976, 05-10977, Green BRM Return Envelope, CRM Return Envelope, CRM CMS Return Envelopes.....Per 1,000 Complete Mailers.....	2821	\$30.72	\$86,661.12	\$30.66	\$86,491.86	\$15.00	\$42,315.00	\$25.33	\$71,455.93	\$12.91	\$36,419.11	
(c)	Mailers 3 (Notice, Mailout Envelope).....Per 1,000 Complete Mailers.....	6,158	\$22.46	\$138,308.68	\$11.50	\$70,817.00	\$15.00	\$92,370.00	\$18.79	\$115,708.82	\$12.91	\$79,499.78	
VI.	REPRODUCTION TESTS:												
(a)	Preproduction Press and Mail Run Test.....	1	\$11,052.63	\$11,052.63	NC	\$0.00	\$2,500.00	\$2,500.00	\$5,200.00	\$5,200.00	\$96,000.00	\$96,000.00	
(b)	Wire Transmission Test.....	1	\$263.16	\$263.16	NC	\$0.00	\$500.00	\$500.00	\$25.00	\$25.00	NC		
(c)	Validation Test.....	1	\$315.79	\$315.79	NC	\$0.00	\$2,500.00	\$2,500.00	\$250.00	\$250.00	\$117.00	\$117.00	
VII.	PROCESSING/FORATTING FILES:												
(a)	Processing/Formatting Files.....per/notice workload.....	3	\$315.79	\$947.37	NC	\$0.00	NC	\$0.00	\$1,000.00	\$3,000.00	\$127.00	\$381.00	
VIII.	ADDITIONAL OPERATIONS:												
(a)	Destruction of outdated stock.....per 1,000 pieces.....	1380	\$4.21	\$5,809.80	NC	\$0.00	\$1.00	\$1,380.00	NC	\$0.00	\$3.50	\$4,830.00	
	CONTRACTOR TOTALS			\$4,084,202.38		\$3,173,279.74		\$2,992,594.50		\$3,644,871.20		\$2,825,580.54	
	DISCOUNT		5.00%	\$204,210.12	0.25%	\$7,933.20	1.00%	\$29,925.95	0.00%	\$0.00	\$0.00	\$0.00	
	DISCOUNTED TOTALS			\$3,879,992.26		\$3,165,346.54		\$2,962,668.55		\$3,644,871.20		\$2,825,580.54	
							AWARDED						

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

AJS-1 and Title II Redesign Notices

as requisitioned from the U.S. Government Printing Office (GPO) by the

Social Security Administration (SSA)

Single Award

TERM OF CONTRACT: The base term of this contract is for the period beginning Date of Award and ending June 30, 2015, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “**OPTION TO EXTEND THE TERM OF THE CONTRACT**” clause in SECTION 1 of this contract.

The period from Date of Award until June 30, 2014 will be used by the contractor for testing and interfacing with SSA’s National File Transfer Management System (FTMS) for electronic transmission of files from SSA to the production facility; first production order will be issued on or after July 1, 2014. The first base contract year will be approximately 16 months.

NOTE: The primary data transmission method will be via a dedicated circuit or using an encrypted Virtual Private Network (VPN) Internet connection, at the discretion of the Government.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time **March 17, 2014**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, 732 North Capitol Street, NW, Mailstop: PPSB, Room C-161, Attn: Bid Section, Washington, DC 20401-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

BIDDERS, PLEASE NOTE: This Program was formerly Notices in both Programs 872-S and 45-S; the specifications involve a complex distribution and mailing system. It is strongly encouraged that you ask questions involving these requirements prior to bidding. Also, exhibits (A through J) are included in this specification. A complete copy of the specification including all exhibits, which each bidder is cautioned to inspect prior to bidding, can be obtained from the bid room by request. Phone request to the U.S. Government Printing Office, Washington, D.C. on (800) 368-5762 or (202) 512-0526.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature call **Linda Paddy (202) 512-0310** (No collect calls) or via e-mail lpaddy@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, Rev. 6-01) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979, (revised August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.
GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: The predominant production function is the laser/ion deposition imaging and inserting of data from electronically transmitted files. Any bidder who cannot perform the imaging of variable data and the inserting portions of the mailing packet will be declared non-responsible.

Note: The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor.

If the contractor wishes to add a subcontractor at any time after award the subcontractor must be approved by the Government prior to production starting in that facility. If the sub-contractor is not approved by the Government then the contractor must submit a new subcontractor's information to the Government for approval 30 calendar days prior to the start of production at that facility.

NOTE: If the contractor plans to enter into a "Contractor Team Arrangement", or Joint Venture, to fulfill any requirements of this contract, they must comply with the terms and regulations as detailed in the Printing Procurement Regulation – (GPO Publication 305.3; Rev. 2-11).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.
- (c) Transparent, low-gloss, poly-type window material, covering the envelope window must pass a readability test with a rejection rate of less than 1/4% when run through a United States Postal Service (USPS) OCR Scanner.
- (d) Exception: ANSI X3.17 "Character Set for Optical Character Recognition (OCR A)" shall apply to these specifications. The revisions of this standard which are effective as of the date of this contract are those which shall apply.
- (e) Exception: The Data Matrix 2D barcodes must be in accordance with the requirements of ANSI MH 10.8.3M unless otherwise specified.
- (f) The payment portion below the micro-perforation on the "payment stub", once detached, will be scanned and must function properly when processed through the current high speed scanning equipment at SSA. A form is a reject and will be considered a major defect when its OCR print cannot be correctly deciphered on the first pass through the scanning equipment (See PRINTING/IMAGING" for additional information regarding perforated payment stub.)

NOTE: Use of equipment or ink which in any way adversely affects the scannability of the payment stub will not be allowed.

ANSI Standards may be obtained from the American National Standards Institute, 25 West 43rd Street, 4th Floor, New York, NY 10036.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press sheets
P-9. Solid and Screen Tint Color Match	O.K. Press sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Type Quality and Uniformity	Average Type Dimension in Publication Camera Copy/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **four (4) months** for setup of file transfer system and testing, and **five (5) years** for actual production as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “**EXTENSION OF CONTRACT TERM**” clause. See also “**ECONOMIC PRICE ADJUSTMENT**” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the **Date of Award to June 30, 2015**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **October 31, 2014**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of **December 2014**, will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ _____ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor’s bid price(s) for line items IV. (a) through (f). in the **“SCHEDULE OF PRICES”** and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

SECURITY REQUIREMENTS:

Protection of Confidential Information:

- (a) The contractor must restrict access to all confidential information obtained from the Social Security Administration (SSA) in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the post award conference between the Contracting Officer and the responsible contractor representative.
- (b) The contractor must process all confidential information obtained from SSA in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.

- (c) The contractor must inform all personnel with access to the confidential information obtained from SSA in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C. Section 552a (i)(1), which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the SSA. For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the contractor and contractor's employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The contractor must ensure that each contractor employee with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act. When the contractor employees are made aware of this information, they will be required to sign the SSA-301, "Contractor Personnel Security Certification" (see **EXHIBIT A**). A copy of this signed certification must be forwarded to: Social Security Administration (SSA), Division of Printing Management, ATTN: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401, and a copy must also be forwarded to U.S. Government Printing Office, 732 North Capitol and H St., NW, STOP: CSAPS, Room C-838, Attn: Linda Paddy, Washington, DC 20401.
- (f) All confidential information obtained from SSA for use in the performance of this contract must, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information must be handled as confidential and may not be disclosed without the written permission of SSA. For willingly disclosing confidential tax return information in violation of the IRC, the contractor and contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the rights to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.
- (i) If a subcontractor is used for the sorting and/or mailing of the notices of this contract, the subcontractor must conform to all security requirements of the contract.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (**PII**) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information is "any information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone or when combined with other personal or other identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc."

All employees working on this contract must:

- Be familiar with current information on security, privacy and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed and trustworthy manner.
- Protect sensitive electronic records.

- Be alert to threats and vulnerabilities to their systems.
- Be prohibited from having any mobile devices or cameras in sensitive areas that contain any confidential materials. This includes areas where shredding and waste management occurs.

Contractor's managers working on this contract must:

- Monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
- Ensure that employee screening for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact the SSA, Division of Printing Management, within 24 hours whenever a systems security violation is discovered or suspected.

Applicability:

The responsibility to protect personally identifiable information applies during the entire term of this contract and all option year terms if exercised. All contractors must secure and retain written acknowledgement from their employees stating they understand these policy provisions and their duty to safeguard personally identifiable information. These policy provisions include, but are not limited to, the following:

- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor's facility without express permission from the Government.
- Employees must safeguard and protect all Government records from theft and damage while being transported to and from contractor's facility.

The following list provides examples of situations where personally identifiable information is not properly safeguarded:

- Leaving an unprotected computer containing Government information in a non-secure space (e.g., leaving the computer unattended in a public place, in an unlocked room, or in an unlocked vehicle).
- Leaving an unattended file containing Government information in a non-secure area (e.g., leaving the file in a break-room or on an employee's desk).
- Storing electronic files containing Government information on a computer or access device (flash drive, CD, etc.) that other people have access to (not password-protected).

This list does not encompass all failures to safeguard personally identifiable information but is intended to act as an alert to the contractor's employees to situations that must be avoided. Misfeasance occurs when an employee is authorized to access Government information that contains sensitive or personally identifiable information and, due to the employee's failure to exercise due care, the information is lost, stolen or inadvertently released.

Whenever the contractor's employee has doubts about a specific situation involving their responsibilities for safeguarding personally identifiable information, they should consult the Contracting Officer or the Contract Administrator.

PUBLIC TRUST SECURITY REQUIREMENTS

This contract has been designated Public Trust Position Level 5C. Due to the sensitive nature of the information contained in the products produced under this contract, contractor employees performing under this contract will be subject to a thorough civil and criminal background check as detailed in **Exhibit B**, "Security and Suitability Requirements."

NOTE: "Performing under this contract" is defined as working on-site at either an SSA facility (including visiting the SSA site for any reason) or having access to Government programmatic or sensitive information.

Upon award, the contractor must provide to SSA an applicant listing of all individuals for whom the contractor is requesting a suitability determination (i.e., background investigation). This listing must include the following:

- the contractor's name
- the contract number
- the contractor's point of contact (CPOC) name
- the CPOC's contact information including email address
- each applicant's full name
- each applicant's Social Security Number (SSN)
- each applicant's date of birth
- each applicant's place of birth (must show city and state if born in the United States (U.S.) OR city and country if born outside of the U.S.)

The contractor must submit the applicant listing within two (2) days of award. The background investigation process will not start until the applicant listing is submitted.

Send the applicant listing via Fax to CPSPM Suitability Team (410) 966-0640 or via U.S. Mail to: SSA, CPSPM Suitability Team, Room 1260 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235.

Once SSA receives and reviews the applicant listing, SSA will initiate the Electronic Questionnaire for Investigations Process (eQIP). SSA will email notification to the CPOC that each applicant has been invited into the eQIP website to electronically complete their background investigation form. The CPOC will provide the website to the applicants to complete their eQIP form. The applicant will have up to seven (7) calendar days to complete the eQIP form. The seven-day timeframe begins once SSA notifies the CPOC of the eQIP invitation(s). The applicant must print the signature pages of the form (pages 7 through 9 of SF 85P) (Sample Form SF 85P, **Exhibit C**), sign the signature pages, and then provide the signed originals to the CPOC.

The following is a list of forms each contractor employee is responsible to for completing:

- Original signed and dated eQIP signature pages (pages 7 through 9 of SF 85P) as specified in the above paragraph.
- Two (2) "Fingerprint Cards" (FD-258, **Exhibit D**) (NOTE: The contractor will absorb the costs for obtaining fingerprints).
- One (1) "Declaration for Federal Employment" (Optional Form 306, **Exhibit E**).
- One (1) "Fair Credit Reporting Act Authorization Form" (**Exhibit F**).
- For a non-U.S. citizen, one (1) legible photocopy of the work authorization permit and social security card.

The CPOC must ensure all paper forms are fully completed and signed prior to submission to SSA. All forms and fingerprinting cards must be submitted no later than five (5) workdays after completing the eQIP form. For new contract employees hired during the contract term, forms must be submitted within five (5) workdays after completing the eQIP form. The fingerprint cards and all paper forms must be legible or typed in black ink and all signatures must be in black ink. There must be no "breaks" in residences or employment. SSA requires complete addresses, including zip codes and phone numbers. It is the responsibility of the contractor to ensure fingerprint cards are processed through their local police departments or other authorized finger printers.

SSA must receive forms within five (5) workdays after completing the eQIP form. SSA will return forms not fully completed back to the contractor. Forms may be obtained by calling SSA Personnel Security Suitability Program Officer (SPO) Leslie Herman at (410) 965-4426 or Joan DeAngelis at (410) 965-6845.

The CPOC will submit one cover sheet to SSA containing the names of all of the individuals for whom the contractor is submitting completed paperwork. This cover sheet must include the contract number, each applicant's full name, each applicant's SSN, each applicant's date of birth, and each applicant's place of birth. Submit this cover sheet along with the completed paper forms and two FD-258 fingerprint charts for each applicant to: SSA, CPSPM Suitability Team, Room 1260 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235.

The CPOC must also furnish a copy of the cover sheet only to: : Social Security Administration (SSA), Division of Printing Management, ATTN: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. (Telephone: (410) 965- 4178).

Once eQIP is completed and all forms are received, SSA will send a pre-screening notification within 15 workdays of receipt of properly completed forms and fingerprinting cards. Once a contractor employee is approved to work via the pre-screen notification, they are permitted to perform work under the contract. A final suitability determination can take up to 45 workdays.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey of all of the contractor's computer and subcontractors, printing, inserting, and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

The preaward survey will include a review of all subcontractors involved, along with their specific functions; and the contractor's/subcontractor's mail, material, personnel, production, quality control/recovery program, security and backup facility plans as required by this specification.

If award is predicated on the purchase of production and/or systems equipment, the contractor must provide purchase order(s) with delivery date(s) of equipment to arrive at least 90 calendar days prior to the start of live production, on or about July 1, 2014.

PRODUCTION PLANS – The contractor must present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule.

These proposed plans are subject to review and approval by the Government and award will not be made prior to approval of same.

NOTE: THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

Backup Facility: The failure to deliver these notices in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (Act of God, labor disagreements, etc.) the contractor is unable to perform at said location for a period longer than twenty four (24) hours, the contractor must have a backup facility with the capability of producing the notices. The contractor must operate the backup facility.

Plans for their contingency production must be prepared and submitted to the Contracting Officer as part of the pre-award survey. These plans must include the location of the facility to be used, equipment available at the facility, security plans at the facility, and a timetable for the start of production at that facility. Part of the plans must also include the transportation of Government materials from one facility to another.

The contractor must produce items from a test file at the new facility for verification of software prior to producing notices at this facility. SSA has the option to install a connection into the backup facility.
All terms and conditions of this contract will apply to the backup facility.

Quality Control Plan: The contractor must provide and maintain, within their organization, an independent quality assurance team of sufficient size and expertise. The team must monitor the operations performed and inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance, inspection, and acceptance provisions herein are met. The contractor must perform, or have performed, the process controls, inspections, and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements. The contractor must describe in detail their quality control/quality assurance and recovery plans describing how, when and by whom the plans will be performed.

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep to document the quality control inspections performed on each run.

The quality control system must include all aspects of the job including mail flow and materials handling. The plan must also allow for a complete audit trail (e.g., it must be possible to locate any piece of mail at any time from the point it leaves the press up to and including the point at which the mail is off-loaded at the USPS facility). SSA will not, as a routine matter, request the contractor to produce pieces in transit within the contractor's plant. Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

The quality control plan must account for the number of pieces mailed daily, and must also cover the security over the postage meters as well as the controls for the setting of the meters (if meters will be used).

Quality Control Sample Plan: The plan must provide a description of how the contractor will create quality control samples for periodic samplings to be taken during the production run and provide for backup and rerunning in the event of an unsatisfactory sample. The plan must contain control systems that will detect defective or missing/mutilated pieces.

The plan should include the sampling interval the contractor intends to utilize. The contractor will be required to create two (2) quality control samples to be drawn from the production stream at the same time for each file -

- One (1) sample will be drawn, inspected, and retained as part of the contractor's quality assurance records.
- One (1) sample will be drawn for the Social Security Administration, packed with the remaining samples associated with each print order, and shipped to the Social Security Administration, Division of Printing Management, Attn: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. **Note:** Samples must be bulk shipped back to SSA weekly for each print order.

The plans must detail the actions to be taken by the contractor when defects, missing, or mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, (Rev. 6-01)).

The plan must monitor all aspects of the job including material handling and mail flow, to assure the production and delivery of these notices meet specifications and Government requirements. This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

NOTE: Contractor must submit samples of the Automated Audit Report and 100% Accountability Summary Report.

The contractor must maintain quality control samples, inspection reports and records for a period of no less than 120 days subsequent to the date of the check tendered for final payment by the Government Printing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

Computer System Plan: This plan must include a detailed listing of the contractor's operating software platform and file transfer system necessary to interface with SSA's National File Transfer Management System (FTMS) for electronic transmission of files from SSA. The plan must also include the media type on which files from SSA will be received to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor's production facility. This plan must demonstrate the contractor's ability to provide complete hardware and software compatibility with SSA's existing network (see "**FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS**" for additional information). The contractor must complete the System Plan, **Exhibit G**.

Included with the Computer System Plan must be a resume for each employee responsible for the monitoring and the programming of the contractor's computer system and file transmissions. If the contractor plans to use a consultant for either task, a resume must still be included. This plan must show that the programmer(s) is skilled in the handling and programming of Advanced Function Presentation (AFP) resources and files.

Mail Plan: This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin. The contractor must also disclose how they will achieve multi-level USPS automated presort postal discounts as outlined in the contract.

Material Handling and Inventory Control Plan: This plan should explain in detail how the following materials will be handled: incoming raw materials; work-in-progress materials; quality control inspection materials; USPS inspection materials; and all outgoing materials cleared for USPS pick-up/delivery.

Personnel Plan: In conjunction with the required applicant listing (see "**PUBLIC TRUST SECURITY REQUIREMENTS**"), this plan should include a listing of all personnel who will be involved with this contract. For any new employees, the plan should include the source of these employees and a description of the training programs the employees will receive to familiarize them with the requirements of this program.

Production Plan: The contractor is to provide a detailed plan of the following:

- (a) List of all production equipment and equipment capacities to be utilized on this contract;
- (b) The production capacity currently being utilized on this equipment;
- (c) Capacity that is available for these workloads; and,
- (d) If new equipment is to be utilized, documentation of the purchase order, source, delivery schedule and installation dates are required.

The contractor must disclose in their production plan their intentions for the use of any subcontractors for any materials necessary under this contract. If a subcontractor will be handling SSA notices, the plan must include the same information required from the contractor for all items contained under "**SECURITY REQUIREMENTS**" and "**PREAWARD SURVEY.**" If a subcontractor for any operation is added at any time after award, the contractor must submit the subcontractor's proposed plans which are subject to review and approval by the Government.

NOTE: The subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor has 15 calendar days prior to production to submit to the Government the new subcontractor's information.

Security Control Plan: The contractor must maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information must be used for non-Government business. Specifically, no Government information must be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan must contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party.
- (2) How the disposal of waste materials will be handled.
- (3) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract must be adhered to by the contractor and/or subcontractor(s).

Materials: The contractor is required to explain how all accountable materials will be handled throughout all phases of production. This plan must also include the method of disposal of all production waste materials.

Disposal of Waste Materials: The contractor is required to demonstrate how all waste materials used in the production of **sensitive** SSA records (records containing PII information as identified in “**Security Warning**” on page 5) will be definitively destroyed (e.g., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records must be definitively destroyed in a manner that prevents reconstruction. **Definitively** destroying the records means the material **cannot** be reassembled and used in an inappropriate manner in violation of law and regulations. **Sensitive** records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

All documents to be destroyed cannot leave the security of the building, must be destroyed at contractor’s printing site, and cannot be subcontracted. The contractor must specify the method planned to dispose of the material.

Production Area: The contractor must provide a secure area(s) dedicated to the processing and storage of data for SSA notices, either a separate facility dedicated to this product, or a walled-in limited access area within the contractor’s existing facility. Access to the area(s) must be limited to security-trained employees involved in the production of notices.

Part of the Security Control Plan must include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations. The plan must include a description of the physical security of the facility as well as the physical security of this notice contract as it progresses to completion.

Contractor must have, in place, a building security system that is monitored 24 hours a day, seven (7) days a week, and a badging/keypunch system that limits access to Government materials (data processing center/production facility and other areas where Government materials with PII are stored or are accessible) that is only accessible by approved personnel. Contractor must present this information, in detail, in the production plans.

If the preaward survey is waived, the above referenced plans must be submitted to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative. The workday after notification to submit will be the first day of the schedule.

THESE PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF THE SAME.

Unique Identification Number: Unique identifying numbers will be used to track each individual notice, thereby providing 100% accountability. This enables the contractor to track each notice through completion of the project. The contractor will be required to create a test sample every 4,000 notices. This sample must have a unique number and

must be produced on each notice. The contractor will generate a list of the unique identifying numbers for each sample. As samples are pulled, the unique numbers will be marked off the list. This enables the contractor to track which samples have been produced and pulled and what records have been produced.

The contractor may create their own sequence number and run date to facilitate their presorting and inserting process but must maintain the original SSA identification number.

Recovery System: A recovery system will be required to ensure that all defective, missing and/or mutilated pieces detected are identified, reprinted and replaced. The contractor's recovery system must use the unique sequential alpha/numeric identifiers assigned to each piece (including quality control samples) to aid in the recovery and replacement of any defective, missing and/or mutilated pieces, and must be capable of tracking and/or locating any individual piece of mail from the time it leaves the press, up to and including when it is off-loaded at the U.S. Postal Service (USPS) facility. An explanation of the contractor's sequential numbering system is required to understand the audit trail required for each and every piece.

100% ACCOUNTABILITY OF PRODUCTION AND MAILING: Contractor must have a closed loop process* to determine that the data from the original print file is in the correct envelope with the correct number of pages and inserts. Notices requiring print regeneration must be reprinted from their original print image with the original job ID and piece ID remaining unchanged as each mail piece continues through the inserting life cycle. This process will repeat itself (since subsequent reprint runs may yield damages) until all mail pieces from the original print run have been inserted and accounted for.

***CLOSED LOOP PROCESSING:** A method for generating a plurality of mail pieces including error detection and reprinting capabilities. The method provides a mail handling process which tracks processing errors with the use of a first and second scan code which obtain information regarding each mail piece, diverts mail pieces in response to error detection, transmits such errors to a processor, and automatically generates a reconfigured print file to initiate reprints for the diverted mail pieces.

Contractor will be responsible for providing a unique identifying number that will be used to track each individual notice, thereby providing **100% accountability and validating the integrity of every notice** produced in all phases of printing, inserting and mailing and to ensure all notices received from SSA were correctly entered into the USPS system.

NOTE: Contractor must have all hardware, programming and finalized reports in place to meet this requirement. The equipment must arrive at least 90 calendar days prior to the start of live production, on July 1, 2014. Contractor must submit a sample of their proposed Audit and Summary reports with the required Pre-Award production plans for approval. The government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not complying with any part of this requirement.

Notice integrity must be defined as follows:

- Each notice must include all pages (and only those pages) intended for the designated recipient as contained in the print files received from SSA.
- The contractor's printing process must have automated systems which can detect all sync errors, stop printing when detected, and identify, remove and reprint all affected notices.

Mailing integrity must be defined as follows:

- All notices received from SSA for each file date were printed, inserted and entered correctly into the USPS system.

The contractor is responsible for providing the **Automated** inserted notice tracking/reporting systems and processes required to validate that 100% of all notices received from SSA were printed, all pages for each notice with the correct inserts are accounted for, inserted and mailed correctly.

The contractor's inserting equipment must have automated systems that include notice coding and scanning technology capable of:

- (a) Uniquely identifying each notice and corresponding notice leaves within each individual file by mailer number and file date.
- (b) Unique identifier to be scanned during insertion to ensure all notices and corresponding notice leaves are present and accounted for.
- (c) Entrance Scanning: a camera system must electronically track and scan all leaves of each mail piece as the inserting equipment pulls them into the machine to ensure each mail piece was produced and inserted. If there is any variance on a mail piece or if a mail piece is not verified that all leaves are present, that piece and the piece prior to and immediately following must be diverted and sent back for reprint. All instances of variance must be logged.
- (d) Touch and Toss: all spoilage, diverted mutilated or mail piece that is acted upon directly by a human hand prior to sealing must be immediately recorded, discarded, properly destroyed, and automatically regenerated in a new print file for reprint. *Exception* – Intentionally diverted pieces due to a requirement for a product, which cannot be intelligently inserted and requires manual insertion such as a publication, can be sealed, re-scanned and placed back into production. These must be programmed diverts and sent to a separate bin for processing to ensure they are not mixed with other problem diverts and logged into the Audit system as such. NOTE: due to inserting equipment limitations, the contractor can divert and insert by hand notices over 50 leaves. These notices, to ensure notice integrity, are to be scanned and collated by an automated process prior to manual handling for inserting. The completed mail package must then be processed through exit scanning. The event log report must show these as “50+ Manual”.
- (e) Exit Scanning: A camera system must be mounted just off the inserting equipment. This camera system must read a unique code through the window of each mail piece and capable of identifying and reporting all missing notices that were lost or spoiled during production for each individual file by mailer number and file date. This system ensures that no missing mail pieces have been inadvertently inserted into another mail piece. The equipment must check the mail pieces, after insertion and verification that all leaves are accounted for, and divert any suspect product. During exit scanning, if a sequence number is missing the notice prior to and immediately after must be diverted. The equipment must divert all products that exhibit missing or out of order sequence numbers and any other processing errors. All diverted pieces are to be automatically recorded and regenerated in a new print file for reprint.
- (f) Reconciliation: all notices and the amount of correct finished product must be electronically accounted for after insertion through the use of the audit system that is independent of the inserting equipment as well as independent of the operation. The sequence numbers, for each file, must be reconciled; taking into account any spoilage, duplicate and/or diverted product. If the reconciliation yields divergent results, corrective action must be taken to locate the mail pieces that are causing any difference between the input and outputs of the inserting process. Therefore, all finished mail for that sequence run must be held in an accessible area until this reconciliation is complete.
- (g) Generate a new production file for all missing, diverted or mutilated notices (reprint file).
- (h) Contractor must generate an automated audit report from the information gathered from scanning for each mailer number, file date and for each notice (manual inputs are not allowed). This audit report will contain detailed information for each notice as outlined above for each individual file by mailer number and file date. Contractor must maintain this information for a six month period after mailing.
- (i) Audit report must contain the following information:
 - 1. Job name
 - 2. Mailer number, file date and mail date(s)
 - 3. Machine ID
 - 4. Date of production with start and end time for each phase of the run i.e. machine ID.
 - 5. Start and end sequence numbers in each run

6. Status of all sequence numbers in a run
 7. Total volume in run
 8. Status report for all incidents for each sequence number and cause, i.e. inserted, diverted and reason for divert such as missing sequence number, missing leave, mutilated, duplicate, pulled for inspection, etc.
 9. Bottom of audit report must contain total number of records for that run, quantity sent to reprint, number of duplicates, duplicates verified and pulled, total completed.
 10. Audit report must contain the same information for all the reprints
- (j) Contractor must generate a **final automated 100% accountability summary report** for each individual file by mailer number and file date. This information must be generated directly from the audit report, manual inputs are not allowed. The summary report must contain the following:
1. Job name
 2. Each individual file by mailer number and file date (must show sequence numbers for each section i.e. first pass and then reprints)
 3. Sequence number range for each individual file by mailer number and file date
 4. Volume of all sequence numbers associated with an individual file by mailer number and file date were inserted.
 5. Volume of reprints that were inserted for each file date.
 6. Volumes for each file date that each was completed.

NOTE: A PDF copy of the summary report(s) and matching GPO 712 form(s) must be submitted to Kate Schmidt at Kathryn.Schmidt@ssa.gov and David Greenberg at David.Greenberg@ssa.gov for each file date within two (2) workdays of mailing.

NOTE: Contractor must submit a sample of their **Audit and Summary reports (See Exhibit H)** with the required Pre-Award production plans for approval.

Contractor must generate an automated audit report when necessary showing the tracking of all notices through all phases of production for each mail piece. This audit report will contain all information as outlined in item (i) above. Contractor is required to provide any requested Summary and/or Audit reports within an hour of a request via email in MS Word, MS Excel or PDF.

All notice tracking/reporting data must be retained in electronic form for 210 days after mailing, and must be made available to SSA for auditing of contractor performance upon request.

The contractor must maintain quality control samples, inspection reports and records for a period of no less than 180 days subsequent to the date of the check tendered for final payment by the Government Printing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

***Note:** The Government will not as a routine matter request the contractor produce individual pieces in transit within the plant, however, the contractor must demonstrate they will have an audit trail established that has the ability to comply with this type of request when and if the need arises.*

Pulling of Notices from Production: Due to the sensitivity of some of the notices in this contract, the Government may request that certain notices be removed from the production stream. When this occurs, the Government will supply the contractor with a list of Social Security Numbers (SSNs) that need to be pulled. The SSNs for each notice is contained in the Mail Run Data (MRD) File. The contractor must be able to run a sort to find and eliminate the notice from the production run. If the list is provided after the notice had been produced, the contractor must be capable of identifying the notice and pulling it from the production floor. It is anticipated that this will be an infrequent occurrence.

Option Years: For each option year that may be exercised, the contractor will be required to review their plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred.

The revised plan are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised.

NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

ON-SITE REPRESENTATIVES: One or two full-time Government representatives may be placed on the contractor's premises on a limited basis or throughout the term of the contract.

The contractor will be required to provide a private workspace with a telephone line, internet access, and one facsimile machine.

On-site representative(s) may be stationed at the contractor's facility to: provide project coordination in receipt of wire transmissions; verify addresses; monitor the printing, folding, inserting, mail processing, quality control, sample selections and inspections; and monitor the packing and staging of the mail. These coordinators will not have contractual authority, and cannot make changes in the specifications or in contract terms, but will bring any and all defects detected, to the attention of the company Quality Control Officer. The coordinators must have full and unrestricted access to all production areas where work on this program is being performed.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives will conduct a conference with the contractor's representatives at the Social Security Administration (SSA) 6401 Security Boulevard, Baltimore, MD, 21235 immediately after award.

PRE-PRODUCTION MEETING: A pre-production meeting covering printing and mailing must be held at the contractor's facility after award of the contract to review the contractor's production plan and to establish coordination of all operations. Attending this meeting will be representatives from the Government Printing Office, Social Security Administration, and the U.S. Postal Service (USPS). The contractor must present and explain their final plan for both the printing and mailing of all notices (the contractor must be prepared to present detailed production plans, including such items as quality assurance, projected commencement dates, equipment loading, pallet needs, etc.).

The contractor must meet with SSA Division of Mail and Postage Policy (DMPP) and USPS representatives to present and discuss their plan for mailing. The preproduction meeting will include a visit to the contractor's mailing facility, where the contractor is to furnish specific mail flow information. The contractor must present documentation of the plant loading agreement and either a copy of the optional procedure, which has been negotiated with the USPS or a draft of the original procedure that the contractor intends to negotiate with the USPS for SSA approval. The contractor also needs to present SSA with a copy or a draft of the manifest (tracking system) to be used to accomplish the above.

DMPP may conduct unscheduled visits during the term of this contract at the contractor's mailing facility. In addition, a mail plan detailing how the contractor will obtain maximum automation postage discounts will be e-mailed to: Francine.Moore@ssa.gov after the contract award. The contractor is to provide the name of the representative responsible for the mailing operation and that individual's backup.

ASSIGNMENT OF JACKETS, PURCHASE, TASK AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover the work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the order.

ORDERING: Items to be furnished under the contract must be ordered by the issuance of weekly print orders supplemented by daily electronic task orders. Orders may be issued under the contract from Date of Award through **June 30, 2015** plus for such additional periods as the contract is extended. All print orders and task orders issued hereunder are subject to the terms and conditions of the contract. The contract must control in the event of conflict with any print order or task order.

Task orders will be "issued" daily for purposes of the contract and will detail the daily volume of notices required. A print order (GPO Form 2511) to be used for billing purposes will be issued weekly and will cover all daily task orders issued that week.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work must be made only as authorized by orders issued in accordance with the clause entitled "Ordering".

The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated" it must not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The estimated quantities specified in the "Determination of Award" are not the total requirements of the Government but are the estimates of requirements.

The Government will not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time must be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders must be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor must furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "**ordering**" clause of this contract.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:
 - (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
 - (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
 - (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

CRIMINAL/CIVIL SANCTIONS:

- (1) Each officer or employee of any person to whom returns or return information is or may be disclosed must be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103(n).
- (2) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established there under, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of mailing packages from two (2) identified workloads*, (consisting of a total of three (3) mailers) that will include English and/or Spanish personalized notices; any combination of English and/or Spanish forms, booklets, leaflets and fact sheets; mailout envelopes; Business Reply Mail (BRM) envelopes, Courtesy Reply Mail (CRM) envelopes; and, CMS CRM envelopes; printing in black and/or two pantone ink colors requiring such operations as: the receipt and processing of wire transmitted data; re-development of AFP resources; composition; printing and imaging; folding; perforating; inserting; presorting; and mailing.

***The two (2) identified workloads thus far are as follows:**

1. Title II Redesign Notices (T2R)
2. AJS-1 (Automated Job Stream)

New Notices (during term of the contract):

During the term of this contract, the Government anticipates developing new notice workloads with the same requirements as the two (2) notice workloads described by these specifications. All terms and conditions in this specification will apply to these future notice workloads. It is estimated that approximately one (1) to three (3) new notice workloads may be added during the term of this contract.

<u>FILE NAME</u>	<u>MAILER</u>	<u>DATA SET NAME*</u>
Title II Redesign	1	OLBG.BTI.vendor.T2RAFP.M1#aaaaa.Ryymmdd
	2	OLBG.BTI.vendor.T2RAFP.M2#aaaaa.Ryymmdd
AJS-1	3	OLBG.BTI.vendor.AJ1AFP.M3#aaaaa.Ryymmdd
		OLBG.BTI.vendor.AS1AFP.M3#aaaaa.Ryymmdd (Spike-March)
		OLBG.BTI.vendor.AS1AFP.M3#aaaaa.Ryymmdd (Spike-October)

NEW NOTICES: The file names for each new notice workload will be supplied to the contractor as they are developed.

NOTE: All of the data set names are not listed for each mailer. The aaaaa represents the unique job identifier that is assigned at run time. The “#” will be replaced with 1 through 8 for each of the Payment Service Centers. For example, there are 8 files (or data set names) for T2 Redesign Mailer 2 as follows:

- OLBG.BTI.vendor.T2RAFP.M11aaaaa.Ryymmdd;
- OLBG.BTI.vendor.T2RAFP.M12aaaaa.Ryymmdd;
- OLBG.BTI.vendor.T2RAFP.M13aaaaa.Ryymmdd;
- OLBG.BTI.vendor.T2RAFP.M14aaaaa.Ryymmdd;
- OLBG.BTI.vendor.T2RAFP.M15aaaaa.Ryymmdd;
- OLBG.BTI.vendor.T2RAFP.M16aaaaa.Ryymmdd;
- OLBG.BTI.vendor.T2RAFP.M17aaaaa.Ryymmdd;
- OLBG.BTI.vendor.T2RAFP.M18aaaaa.Ryymmdd;

The data set names listed are SSA names. The first three (3) qualifiers will be removed for the file received by the vendor. The fourth qualifier in the data set name listed is the file type and the fifth qualifier is the unique identifier. This qualifier will be used to match the corresponding files (**Mail Run Data file and Banner file**) with the print file. The MRDF name will be OLBG.BTI.vendor.T2RMRD.M1#aaaaa.Ryymmdd and the Banner name will be OLBG.BTI.vendor.T2RBNR.M1#aaaaa.Ryymmdd for the Title 2 Redesign file type. The final qualifier is the Run Date.

The data set names listed above (and throughout these specifications) are not the final data set names that will be transmitted to the contractor. Final data set names will be provided to the contractor at the post award meeting.

The files will be broken down and transmitted in segments by PC codes. Each file transmitted will have a banner page identifying the PC and required inserts.

The PC codes correspond to the mail-out envelope required as follows:

- PC1 – Northeastern (Jamaica, NY)
- PC2 – Mid-Atlantic (Philadelphia, PA)
- PC3 – Southeastern (Birmingham, AL)
- PC4 – Great Lakes (Chicago, IL)
- PC5 – Western (Richmond, CA)
- PC6 – Mid-America (Kansas City, MO)
- PC7 – Office of Central Operations (Domestic & Foreign) (Baltimore, MD)
- PC8 – Office of International Operations (Baltimore, MD)

MAKE-UP OF MAILERS: A record will be transmitted for each mailing address. The records will contain all the data relevant for the mailing of an associated mail piece. Unique alpha/numeric identifiers will be part of the record to ensure accuracy in the insertion process. All files transmitted by SSA will be physical sequential Advanced Function Presentation (AFP) mixed mode. Any alteration of the notice content in the file is not permitted.

FOR QUALITY CONTROL AND AUDITING PURPOSES: The contractor must not merge file dates and mailers during processing, printing and mailing. Any alteration of the notice content in the file is not permitted.

The figures indicated below are estimates that are based on historical data of past production runs. The figures show the minimum and maximum quantities required daily or monthly for the Title II Redesign and AJS-1 notices; as well as, number of printed pages in a notice (notices are duplex printed and one-side only when an odd page is required), inserts (items that are to be inserted into the mailout envelope along with the notice), and how the notice is to be folded. Exact quantities will not be known until each run is electronically transmitted to the contractor.
NO SHORTAGES WILL BE ALLOWED.

NOTICES: Notices ordered under this contract will range from one (1) to twenty-four (24) printed pages (per notice). See following for page counts of each mailer.

TITLE II REDESIGN:

The T2R notices are divided into two (2) categories by data set names. These mailers may generate any combination of components listed below:

1. OLBG.BTI.vendor.T2RAFP.M1#aaaaa.Ryymmdd

Daily Minimum:	0
Daily Maximum:	150,000
Approximate Daily Average:	130,000
Daily Spike:	150,000 to 550,000 (Could occur up to 6 times per month)
Printed Notice Pages:	1 to 12 pages
Inserts:	Form SSA-3105 SSA Pub. No. 05-10007 SSA Pub. No. 05-10018 SSA Pub. No. 05-10076

SSA Pub. No. 05-10077
SSA Pub. No. 05-10137
SSA Pub. No. 05-10153
Green BRM Envelope
CRM Return Envelope
CRM CMS Envelope

Folding: Bifold

2. OLBG.BTI.vendor.T2RAFP.M2#aaaaa.Ryymmdd

Daily Minimum: 0
Daily Maximum: 10,000
Approximate Daily Average: 6,000
Daily Spike: 10,000 to 20,000 (Could occur up to 6 times per month)
Printed Notice Pages: 2 to 24 pages
Inserts: Form SSA-3105
SSA Pub. No. 05-10007
SSA Pub. No. 05-10018
SSA Pub. No. 05-10138
SSA Pub. No. 05-10903
SSA Pub. No. 05-10976
SSA Pub. No. 05-10977
Green BRM Envelope
CRM Return Envelope
CRM CMS Return Envelope

Folding: Bifold

NOTE: Mailer #2 is a Spanish/English mailer. This mailer consists of two (2) parts. The first part is the Spanish notice; the second part is the same notice in English.

The Title II Redesign workload will require multiple spike runs up to 500,000 per spike. It is anticipated that this could occur approximately 6 times within any given month. Exact dates and frequency of spike runs will vary each month.

AJS-1:

The AJS-1 notices include a daily run and two (2) annual spike runs. The AJS-1 personalized notices print English only. These mailers may generate any combination of components listed below:

3. OLBG.BTI.vendor.AJ1AFP.M3#aaaaa.Ryymmdd

Daily Minimum: 15
Daily Maximum: 10,000
Approximate Daily Average: 430
Printed Notice Pages: 2 to 6 pages
Inserts: NONE
Folding: Trifold

OLBG.BTI.vendor.AS1AFP.M###aaaaa.Ryymmdd (**SPIKE-MARCH**)

Minimum: 250,000
Maximum: 550,000
Printed Notice Pages: 2 to 6 pages
Inserts: NONE
Folding: Trifold

OLBG.BTI.vendor.AS1AFP.M###aaaaa.Ryymmdd (**SPIKE-OCTOBER**)

Minimum: 3,500,000
Maximum: 5,500,000
Printed Notice Pages: 2 to 6 pages
Inserts: NONE
Folding: Trifold

For Spike runs, the first # listed in the dataset name represents the mailer ID and will range from “A” to “T”. The second # listed represents PC 1-8.

NOTE: During the term of this contract, AJS-1 mailer will be absorbed into Title II Redesign Mailers 1 and 2.

NOTE: During the term of this contract, it is anticipated that SSA will require some of the mailers be sent certified or registered mail.

TRIM SIZES AND NUMBER OF PAGES:

Notices: 8-1/2 x 11” flat size, folds down to 8-1/2 x 5-1/2” and 8-1/2 x 3-11/16”

Mailout Envelopes: 4-1/8 x 9-1/4”
6-1/8 x 9-1/2”

Green BRM Envelope: 3-7/8 x 8-7/8” plus 1-1/2” flap

CRM Return Envelopes: 3-7/8 x 8-7/8”

CRM CMS Return Envelope: 3-7/8 x 8-7/8” plus 1-1/2” flap

Form SSA-3105: 10-1/2 x 8” flat size, folds down to 3-1/2 x 8”

SSA Publication No. 05-10007: 8-1/2 x 11”, flat size, folds down to 8-1/2 x 5-1/2”

SSA Publication No. 05-10018: 10-1/2 x 8” flat size, folds down to 3-1/2 x 8”

SSA Publication No. 05-10076: 5-1/4 x 8”, 20 pages

SSA Publication No. 05-10077: 5-1/4 x 8”, 28 pages

SSA Publication No. 05-10137: 3-1/2 x 8”, 32 pages

SSA Publication No. 05-10138: 3-1/2 x 8”, 36 pages

SSA Publication No. 05-10153;
05-10903: 5-1/4 x 8”, 24 pages

SSA Publication No. 05-10976: 5-1/4 x 8”, 20 pages

SSA Publication No. 05-10977: 5-1/4 x 8”, 28 pages

FREQUENCY OF ORDERS AND QUANTITY:

Combined yearly total for all mailers will be approximately **41,485,500** notices per year. The estimated annual quantity for the daily Title II Redesign notices is 35,328,000 (including spikes) and AJS-1 notices is 6,157,500 (including spikes).

The Government reserves the right to increase 20% of the total number of notices ordered annually.

T2R MAILOUT ENVELOPES:

BIFOLD SIZE: 6-1/8 x 9-1/2"

<u>Program Service Center</u>	<u>90-CALENDAR DAY VOLUMES</u>
Northeastern Program Service Center (PC1)	976,591
Mid-Atlantic Program Service Center (PC2)	935,597
Southeastern Program Service Center (PC3)	1,364,893
Great Lakes Program Service Center (PC4)	1,069,286
Western Program Service Center (PC5)	1,205,811
Mid-America Program Service Center (PC6)	1,385,802
Office of Central Operations (PC7)	1,831,964
Office of International Operations (PC8*)	62,055

AJS-1 MAILOUT ENVELOPES:

TRIFOLD SIZE: 4-1/8 x 9-1/4"

<u>Program Service Center</u>	<u>90-CALENDAR DAY VOLUMES</u>
Northeastern Program Service Center (PC1)	18,700
Mid-Atlantic Program Service Center (PC2)	11,602
Southeastern Program Service Center (PC3)	14,049
Great Lakes Program Service Center (PC4)	12,728
Western Program Service Center (PC5)	22,126
Mid-America Program Service Center (PC6)	21,882
Office of Central Operations (PC7)	6,364
Office of International Operations (PC8*)	49

<u>Program Service Center</u>	<u>March Spike</u>	<u>October Spike</u>
Northeastern Program Service Center (PC1)	73,053	1,041,318
Mid-Atlantic Program Service Center (PC2)	78,751	708,431
Southeastern Program Service Center (PC3)	89,345	799,860
Great Lakes Program Service Center (PC4)	74,221	758,761
Western Program Service Center (PC5)	99,893	906,338
Mid-America Program Service Center (PC6)	104,028	1,053,497
Office of Central Operations (PC7)	28,634	217,837
Office of International Operations (PC8*)	2,075	13,958

INSERTS:

T2R Green BRM Envelope: (3-7/8 x 8-7/8")

<u>Program Service Center</u>	<u>90-CALENDAR DAY VOLUMES</u>
Mid-Atlantic Program Service Center (PC2)	224,796

All T2R notices with PC1 through PC7 within the data set name, which require a green BRM envelope, will receive a PC2 envelope. The contractor is responsible for setting up their equipment to ensure that the correct envelope is inserted.

All T2R notices with PC8 within the data set name, which require a BRM return envelope, will receive a PC8 CRM return envelope, not a PC8 BRM envelope. (Business reply mail does not exist in International Mail.) The contractor is responsible for setting up their equipment to ensure that the correct envelope is inserted.

T2R CRM Return Envelope: (3-7/8 x 8-7/8")

Program Service Center

90-CALENDAR DAY VOLUMES

Office of International Operations (PC8) 1,083

This CRM return envelope will only be inserted in T2R PC8 notices that require a return envelope enclosure.

T2R CRM CMS Return Envelope: (3-7/8 x 8-7/8")

Centers for Medicare and Medicaid Services

90-CALENDAR DAY VOLUMES

Medicare Premium Collection Center
P.O. Box 790355
Saint Louis, MO 63179-0355 5,823

NON-ENVELOPE INSERTS (T2R):

Form/Publication Number

90-CALENDAR DAY VOLUMES

Form SSA-3105	122,437
SSA Pub. No. 05-10007	10,287
SSA Pub. No. 05-10018	1,818
SSA Pub. No. 05-10076	126,852
SSA Pub. No. 05-10077	137,965
SSA Pub. No. 05-10137	3,045
SSA Pub. No. 05-10138	413
SSA Pub. No. 05-10153	28,499
SSA Pub. No. 05-10903	597
SSA Pub. No. 05-10976	4,999
SSA Pub. No. 05-10977	4,054

T2R PAYMENT STUB NOTE:

A micro-perforated payment stub will be on the last leaf of approximately 25% of the notices (for bilingual Spanish/English notices, the payment stub will be on the last leaf of the Spanish notice and also on the last leaf of the English notice). However, the micro-perforation will not be on the same leaf for every notice, because the notices have variable page counts. The contractor will be required to identify the payment stub page(s) (English and Spanish) requiring perforation (OMB No 0960-0462 prints at the top of both the English and Spanish payment stub page) and ensure that only these pages are perforated.

If there is a micro-perforated payment stub (Form SSA-53-EP) in the notice, enclose a Green BRM Envelope.

GOVERNMENT TO FURNISH:

Manuscript copies for eighteen (18) mailout envelopes, one (1) BRM envelope, and two (2) CRM envelopes.

Camera copy for the Facing Identification Mark (FIM), and ZIP Code barcode for the 3 total return envelopes.

At the Government's option, camera copy or electronic files (PostScript format) for the recycled paper logo and legend (English and Spanish), forms, booklets, leaflets, factsheets and envelopes may be furnished.

Coding Accuracy Support System (CASS) Certificate

National Change of Address (NCOA) Certificate

PS Form 3615 (Mailing Permit Application and Customer Profile)

Permit Mailing Indicia – "Postage and Fees Paid"

GPO Form 712 (Certificate of Conformance)

GPO Form 892 (Proof Label)

A data connection between the exact location specified by the contractor and SSA's National Computer Center

At the Post-Award Conference the contractor will be issued either manuscript, camera copy, negatives, or electronic media for the publications (pamphlets, leaflets, fact sheets) and forms used in this contract.

NOTE: If electronic media is available, the contractor must be able to accept files electronically via a contractor hosted FTP server.

The electronic media will be as follows:

Platform: Macintosh OSX (or latest version); IBM Windows XP, Windows 95, Windows NT 4.0 Windows 2000 operating systems.

Storage Media: Files furnished via FTP. On occasion: CD-R/RW; DVD-R/RW; E-mail.

Software: Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat); Quark Express; Ventura Publisher; Adobe Capture; PageMaker; Corel Draw, or FrameMaker;

All files will be created in current versions or near current versions of the above mentioned programs.

Files will be furnished in native application and postscript format, or as a PDF.

Note: **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.**

Fonts: All printer and screen fonts for the pamphlets, leaflets, and fact sheets will be furnished. The contractor is cautioned furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Exhibit A, Form SSA-301, Contractor Personnel Security Certification

Exhibit B, Security Suitability Requirements

Exhibit C, Questionnaire for Public Trust Positions (Standard Form 85P)

Exhibit D, Fingerprint Card

Exhibit E, Declaration of Federal Employment (Optional Form 306)

Exhibit F, Fair Credit Reporting Act Authorization Form

Exhibit G, System Plan

Exhibit H, Audit and Summary Report

Exhibit I, MRD File Record Layout

Exhibit J, Perforated Payment Stub

Electronic Files:

All files will be electronically transmitted to the contractor and contain a complete record for each notice. Any programming or other format changes necessitated due to the contractor's method of production will be the full responsibility of the contractor and must be completed prior to SSA's validation.

NOTE: The contractor must not compress files in processing data for this contract.

The contractor will receive three (3) files for each print file: the Advanced Function Presentation (AFP) file, the Mail Run Data (MRD) file, and the Banner (BNR) file.

The notice files for printing are formatted for the AFP printing platform in duplex printing (face and back). For proper processing of AFP, SSA supplies resources used for printing notices in AFP format.

The MRD File will contain all information relevant to each mail piece. This would include, for each mail piece, the unique alpha/numeric identifier (the sequential number of the document), the number of sheets of paper, required inserts and insertion bin selection, recipient's address, return address, USPS IMB, the appropriate signature, and any required inserts. (Note: Notices contain either the Commissioner of Social Security signature or a fixed "Social Security Administration" in lieu of a signature, etc. (See **Exhibit I** for MRD File record layout.)

The BNR file contains information for setting up the intelligent inserters such as file totals, number of mail packets, and bin set up for those items being included in the mail packets and total required in each bin.

The contractor will receive an electronic daily task order each morning after transmission with the volumes for notices, leaves, pages and any inserts required.

Prior to the commencement of production of orders placed under this contract, the Government will furnish preproduction electronic test files shortly after the postaward conference that are to be used in performing the various preproduction validation tests and the Pre-production Press and Mail Run Tests.

Files will be in print image format and in ZIP Code sequence. Contractor will be required to sort files as necessary to obtain maximum USPS Postal discounts (i.e., leaf counts or mail weight).

Dataset Names for the following items will be provided at Post-award Conference:

Print Resource Library (AFP) (for wire transmission or Email):

AFP resources include page and form definitions, fonts, page segments and overlays (if applicable) for page formatting.

Preproduction Press and Mail Run Test Files for Wire Transmission:

An AFP formatted print file with the corresponding MRD file and Banner file for each workload in the quantities required.

Revised Resource Library (AFP) for Wire Transmission or Email (when applicable):

AFP print resources, overlays, page segments and non-standard fonts provided shortly after the post award conference may change during the term of the contract, in which case a revised AFP resource file will be electronically transmitted to the contractor as a replacement.

PRINTER RESOURCES: AFP SSA will provide the AFP resources for each notice workload, unless licensed to SSA by another vendor, in which case that resource will need to be purchased by the contractor. These resources will be provided on the contractor's choice of media (wire transmission or Email) shortly after the post-award conference. SSA will also provide test files for VPN transmission with samples of each workload to enable the start of the validation process. These test files may be used for the preproduction press and mail run test. (For additional information, see **"PREPRODUCTION PRESS AND MAIL RUN TEST"**.)

For proper processing of AFP resources supplied to the contractor by SSA, used for printing notices in AFP format, the contractor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS/ZOS390 operating system accompanied by the most recent release of IBM PSF. These compliances relate solely to interpreting and printing files to be provided to the vendor by SSA, to ensure the contractor is able to print the files as provided without alteration of any kind on the part of SSA. **It is solely the contractor's responsibility to redevelop/reprogram the AFP resources to ensure the proper printing in their environment.**

Contractor must have programmer(s) capable of handling AFP resources.

NOTE: SSA prints 2 UP DUPLEX ROLL IN TO ROLL OUT with the file order reversed for insertion. The predominant data file format is AFP Mixed Mode; however any valid AFP format is possible and must be printable at the vendor's location.

The Contractor will be responsible for maintaining the AFP resources on each system that processes SSA's notices.

SSA will provide updated resources electronically, as necessary. When the contractor receives an update to the printer resources, the contractor must install them immediately and provide SSA with up to 100 sample documents, representative of the workload involved, from the test file within one workday for review. Contractor is to continue using existing resources while the samples are being reviewed.

Once the samples are approved the contractor will be told when to start using the new resources. Whenever testing is required, the contractor will be responsible for performing the test on each printer that will be used during actual production. Submit samples to: ATTN: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

The contractor is cautioned that there may be a signature change(s) during the term of this contract. If this occurs, SSA will provide the contractor with a new AFP resource file. See **"SYSTEMS CHANGE/SIGNATURE CHANGE/NEW AND EXISTING NOTICE FILES VALIDATION TEST"** for details.

During the term of the contract, the Government anticipates making programmatic changes to the daily notices as warranted (e.g., changes in language, format, appearance, etc.). When changes occur, SSA will perform testing of the workload in their print facility for a short period of time. (The "Dark Days" for the contractor should only last a few days.) Only those affected workloads (indicated by filename) will be held back at SSA for validation and production. For example: If the AJS-1 notice workload were to be changed, SSA would test and print those notices only. The contractor would continue to print and mail the Title II Redesign notice workload. Upon successful testing of the changes by SSA, SSA will then transmit the new print resources (if necessary) and resume transmission of the notice file(s).

CONTRACTOR TO FURNISH: The contractor is required to have a Secure SFTP site set up so SSA can transmit files electronically. The site must allow the ability to upload and download files for proofing and validation. All

materials and operations, other than those listed under “**GOVERNMENT TO FURNISH,**” necessary to produce the products in accordance with these specifications.

COMPOSITION: The contractor will be required to set approximately eight (8) lines of type for 21 envelopes. Helvetica or similar typeface will be utilized.

Sonoran Serif equivalent fonts are to be used for producing the notices. SSA will provide the font part numbers to the contractor who will validate that they have the proper licenses for each required font.

Intelligent Mail Barcode font will be required for the start of this contract. The contractor will be required to obtain the necessary font; SSA will not provide it with Resources supplied.

PROOFS: The contractor must submit proofs for all materials under this contract within 7 workdays after receipt of furnished material. Furnished materials must be returned with proofs. The Government will approve, conditionally approve or disapprove these proofs within 5 workdays of receipt thereof. Contractor must submit revised proofs, if necessary due to AA's, within 5 workdays after receipt of furnished materials. No additional time will be permitted due to contractor's errors (PE's). Revised proofs will be available for pickup within 3 workdays. (The first workday after receipt of proofs at SSA is day one (1) of the hold time.)

At the Government's option, three (3) sets of digital color content proofs will be required for each. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs must be collated with all the elements in proper position (not pasted up), imaged face and back, trimmed, folded to the finished size of the product.

At the Government's option, three (3) sets of inkjet proofs that are G7 profiled and use pigment based inks will be required for each. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be at a minimum of 720 x 720 dpi on GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance 12647-7 Wedge or P2P25 Target.

The make and model of the proofing system utilized must be furnished with the proofs. These proofs must contain all elements and indicate margins.

Pantone colors may be substituted with a similar color but may not be built out of the four process colors. Contractor may be required to submit ink draw downs on actual production stock of Pantone colors used in job.

SSA reserves the right to make changes to all proofs. The Government may require one (1) or more sets of revised proofs before rendering an "O.K. to print".

If any contractor's errors are serious enough in the opinion of GPO to require revised proofs, the revised proofs are to be provided at no additional expense to the Government. No extra time can be allowed for this reproofing operation; such operations must be accomplished within the original production schedule allotted in the specifications.

If any Author's Alterations (AA's) require additional proofs, the Government will allow for additional time to process this additional requirement (see Schedule on page 44 and will incur these costs under line Item II Proofs (a) and/or (b).

NOTE: SSA uses many of the same booklets, leaflets, fact sheets, and forms in several of its print contracts. If SSA determines after award the contractor is responsible for the production of any other SSA workloads containing the same publications and/or forms required for this program, the revisions may be proofed using one of these other programs to reduce the proofing requirements for any revisions.

See page 33 for Press Sheet Inspection requirements.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated March 2011

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

Color of paper furnished must be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All paper used in each order must be of a uniform shade.

Personalized Notices: White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Factsheets, Booklets, and Leaflets: White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Form SSA-3105: White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22” equal to JCP Code D10.

Mailout Envelopes: White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22”, bursting strength 38 lb/in².

Green BRM Envelope (3-7/8 x 8-7/8”): Green Writing (match of PMS 344), basis weight: 20 lbs. per 500 sheets, 17 x 22”, bursting strength 20 lb/in² equal to JCP Code D10.

Envelope color must meet USPS print reflectance difference requirements. **NOTE:** At contractor’s option, the BRM envelopes may be surface tinted. Surface tinting must cover all exposed surfaces (front and back) of the envelope when sealed.

CRM Return Envelopes (3-7/8 x 8-7/8”): White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22” equal to JCP Code D10, bursting strength 20 lb/in².

CRM CMS Return Envelopes (3-7/8 x 8-7/8”): White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22” equal to JCP Code D10, bursting strength 20 lb/in².

PRINTING/IMAGING: The contractor will be required to convert furnished data from electronic transmission for either laser or ion deposition printing. All imaging/printing must have a minimum resolution of 300 x 300 dpi.

NOTE: The Government reserves the right to make changes to the envelopes or the format(s)/text of the forms, booklets, leaflets and/or fact sheets at any time during the term of the contract.

Notification of a proposed change will be given with sufficient time for the contractor to allow for the change, and submit proofs to the Government.

The contractor is not to preprint or maintain more than a 90-calendar day surplus/inventory of any of the components required on this contract. The Government will not be required to purchase from the contractor the surplus/inventory of any stocked items remaining on hand in excess of what was authorized when an envelope or format/text change is implemented. However, if a revision occurs which requires destruction of outdated stock and/or increases or decreases in booklet page counts all costs will incur the production charges according to the Schedule of Prices in this contract. No additional charge may be incurred.

Within one week (5 workdays) of stocking the new material, the contractor will be required to report to SSA the remaining balance of the outdated stock for reimbursement. In some cases, SSA will require the contractor to exhaust the old stock before using the new stock. The instruction to destroy or exhaust stock will be issued with the new artwork.

NOTE: AJS-1 SPIKE – Actual production on the AJS 1 SPIKE notices (March and October) must not begin until the contractor has received SSA approval.

Forms and Publications: Match Pantone ink color specified on artwork.

Form SSA-3105: Prints face and back, head-to-head, in black ink only.

Booklets: Self cover: Prints in two Pantone ink colors and bleeds three sides; balance of pages print in one or two Pantone ink colors and contain adequate gripper margins. English SSA Publication No. 05-10076 and Spanish SSA Publication No. 05-10976 prints head-to-head or head-to-left. All other booklets print head to head. Match Pantone ink color specified.

Leaflets: Prints face and back, head-to-head in two Pantone ink colors and bleeds three sides and contains adequate gripper margins. Front Panel bleeds three sides. Match Pantone ink color specified.

Factsheets: Single leaf, prints face and back, head-to-head, in two Pantone ink colors on both face and back and contains adequate gripper margins. Match Pantone ink color specified.

Envelopes: Envelopes print face and back (after manufacturing) in black ink. Printing must be in accordance with the requirements for the style envelope ordered. All printing must comply with all applicable U.S. Postal Service regulations. The envelope must accept printing without feathering or penetrating to the reverse side.

All envelopes require a security tint printed on the inside (back before manufacturing) in black ink. The contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

NOTE: Inside of CRM return envelopes and BRM envelopes must contain a clear area (no pantograph design), 3-1/2 x 5/8", behind the barcode to ensure the readability of the barcode by the U.S. Postal Service equipment.

BRM Envelopes: Face of envelopes to be in BUSINESS REPLY FORMAT. Print FIMs and Intelligent Mail Barcodes using the camera ready positives provided. The FIMs and Intelligent Mail Barcodes should be placed on the mailing piece according to the current U.S. Postal Service's Domestic Mail Manual, "Barcoded Mail pieces."

CRM Return Envelopes and CRM CMS Return Envelopes: Face of envelopes to be in COURTESY REPLY FORMAT. Print FIMs and Intelligent Mail Barcodes using the camera ready positives provided (different envelopes). The FIMs and Intelligent Mail Barcodes should be placed on the mailing piece according to the current U.S. Postal Service's Domestic and International Mail Manuals, "Barcoded Mail pieces."

RECYCLED PAPER LOGO:

See Government Paper Specification Standards No. 12 for recycled content requirements.

If recycled paper is used, the recycled paper logo and legend must be printed in black ink on the notices, envelopes and forms. If the booklets are printed on recycled paper, the recycled paper logo and legend must be printed in the same Pantone ink color as the text.

Notices: The recycled paper logo/legend must be digitized by the contractor and imaged in the bottom right corner aligned with the contractor's control number on the first page of each notice. For bilingual notices, the logo will appear on the Spanish copy only.

Envelopes: The logo/legend must be printed on the back of all envelopes in the bottom left hand corner.

Forms, Booklets, Leaflets and Factsheets: The SSA furnished manuscript, electronic files, or camera copy will already contain the recycled paper logo/legend in either English or Spanish (as appropriate).

WIRE TRANSMISSIONS: Upon award of this contract, the Government will determine the connectivity method between SSA and the contractor. Internet Protocol (IP) will be the connection protocol for the transmissions.

The connectivity method will be through the Internet using an encrypted VPN tunnel or the Government will place an

order for a dedicated circuit under GSA's Networkx contract to be installed within 60 to 90 calendar days between the contractor's location and SSA's network interface location. Either connectivity method will be encrypted with the AES256 encryption algorithm. For the Internet option to be used the contractor must have an Internet ready VPN IPsec capable hardware device. The Government will not be responsible for any cost associated with the VPN Internet connection that the contractor may occur. The connection method is at the sole discretion of the Government. The cost of the dedicated circuit connection will be borne by the Government.

The Government shall not be responsible for installation delays of data connections due to any external influences such as employee strikes, weather, supplies, etc; which conditions are beyond the control of the Government.

If a dedicated circuit is deemed necessary, SSA will provide the dedicated data connection, including a router, and firewall at the contractor's specified locations. The contractor shall provide adequate rack space for securing the router and firewall; the contractor shall provide a dedicated analog dial-up line within 8 feet of the router.

This dedicated analog dial-up line will be used for router management and access for troubleshooting. The line must be in place and active prior to the installation of the circuit/router.

Also, upon contract award, the contractor shall provide a complete delivery address with nearest cross-street, contact name and phone number for installation of data transmission services and equipment. The contractor's contact person shall be available for delivery of services at the specified location. The Government shall not be responsible for incorrect or lack of address information, nor for non-availability of contact persons at the delivery site.

It is the contractor's responsibility to notify SSA when systems or data line problems arise and transmission(s) cannot take place. SSA's first point of contact for systems or data line problems shall be the **HELP DESK at 877-697-4889**.

Data provided to the contractor must be retained for 21 workdays after mailing.

FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS: The contractor shall provide the capability to interface with SSA's National File Transfer Management System (FTMS) for electronic transmission of notice files from SSA to the production facility. SSA will provide the necessary data connection into the contractor's location. **At the discretion of SSA, the line speed may be either increased or decreased depending on utilization.** The contractor must provide, at their expense, the equipment and operating software platform, and the file transfer software required at their location. The contractor assumes all responsibility for configuration, maintenance, and troubleshooting of their equipment and software.

SSA utilizes, and the contractor must provide compatibility with, Managed File Transfer (formerly known as Cyberfusion Integration Suite) software from TIBCO. The Contractor may implement the Managed File Transfer Platform Server that has embedded software encryption capable of being enabled. The personal computers/servers must have the capability to run Managed File Transfer software with encryption enabled using IP protocols on Windows, UNIX (i.e., IBM's AIX, SUN or HP), or z/OS platforms.

SSA will not permit any private class A, B or C IP addresses, i.e., 10.xxx.xxx.xxx type IP addresses from external users on its network. At connection time to SSA, the Contractor will be provided a suitable IP address for access to SSA's network via a firewall. SSA will provide the necessary subnet(s) for connection at the remote site. The contractor will be responsible for their own name/address translation to fulfill the intended purpose of data transfers. SSA will provide Managed File Transfer node information to the Contractor as required to accomplish file transfers.

The Contractor may determine the media type on which files from SSA will be received, to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the Contractor's production facility. Simultaneous multiple transmission sessions must be possible on the Contractor's equipment. All files transmitted by the SSA will be written as Physical Sequential or "flat" files at the Contractor's location and will be distinguished with a "run date" in the Contractor's file name. Virtual Storage Access Method files and Generation Data Groups, supported by IBM/MVS or IBM z/OS operating systems are not permitted under this contract. The contractor's storage format must not preclude the availability of the Managed File Transfer software Checkpoint/Restart feature.

NOTE: The contractor may not use VM/VSE/ESA on a mainframe system, as this hampers automated file transmission.

The contractor's FTMS software shall be operational for the receipt of data files 24 hours per day, 7 days per week, unless otherwise specified by the Government. The communications protocol between SSA and the contractor shall be the Internet Protocol (IP). The contractor must specify the type of Local Area Network (LAN) connection that will be used at the location where the SSA connection is to be installed. The contractor is responsible for providing complete hardware and software compatibility with SSA's existing network. Production file transfers will be established according to SSA's standard procedures for transmission control, dataset naming, and resource security. The contractor's file management system must accommodate multiple file transmission sessions without intervention at either end. The contractor must have sufficient capacity to support the number of concurrent transmission file sessions as dictated by SSA.

The contractor will be required to provide server(s) to ensure the successful and uninterrupted simultaneous transmission of both the COLA and Daily files. This server(s) must be of a size large enough to handle each workload.

It is the contractor's responsibility to notify SSA when systems or connection problems arise and transmission cannot take place. SSA's first point of contact for circuit, systems, or connectivity problems shall be the HELP DESK at 410-965-2580.

In the event that any wire transmission cannot be processed due to media problems, link problems or data transmission circuit/connection outages, the contractor shall notify SSA's HELP DESK operations immediately at 410-965-2580 and report required observations and findings.

All data provided by the Government or duplicates made by the contractor or his representatives and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract.

Any duplicate data and any resultant printouts must be destroyed by the contractor. Data provided to the contractor must be retained for 21 workdays after mailing.

CAUTION: CONTRACTOR MUST NOT COMPRESS FILES!

WIRE TRANSMISSION TEST, PRE-PRODUCTION VALIDATION TEST AND PRE-PRODUCTION PRESS AND MAIL RUN TESTS: Prior to the commencement of production on the contract, the contractor will be required to demonstrate their ability to perform the contract requirements. The contractor will be required to perform the following tests: Wire Transmission Test, Pre-Production Validation Test and a 12-Hour Preproduction Press and Mail Run Test.

WIRE TRANSMISSION TEST: After the appropriate bandwidth connection has been installed and all security clearances are complete, the contractor will be required to receive within five (5) workdays up to 5,500,000 notices. The contractor will be required to perform a record count verification and perform the Coding Accuracy Support System (CASS) certification within one (1) workday after the complete transmission of all notice test files. The contractor will be required to copy the files to their own system and provide Kate Schmidt and David Greenberg of SSA's Division of Printing Management with the exact counts received (broken down by dataset name) before proceeding with any other processing. The SSA will respond immediately for verification. The contractor will be required to run the test file through their CASS certification system to ensure that there are no problems with the reading of the address file. Contractor will be required to report back to SSA with the test results. When the record count verification and CASS certification have been successfully completed, the contractor will be required to process the test files and provide SSA, within two (2) workdays 320 sample notices (20 samples from each PC) from the wire transmission test files for AJS-1 and T2R workloads.

Wire transmission test notices do not require inserts and envelopes. Submit these test samples to: Social Security Administration, ATTN: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

The Government will approve, conditionally approve, or disapprove the samples from the Wire Transmission Test within five (5) workdays of receipt thereof. Approval or conditional approval must not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval must state any further action required by the contractor. A notice of disapproval must state the reasons thereof.

NOTE: If errors are found, additional samples will be required until such time as the validation produces no errors.

PRE-PRODUCTION VALIDATION TEST: Prior to commencement of production of orders placed under this contract, and within five (5) workdays after Government approval of proofs, the contractor must conduct a pre-production validation test and furnish at least 75 sample notice packages (25 notices of each mailer). Notices must be complete and include all variable data from Government furnished files. Inserts and envelopes are required. The container and accompanying documentation must include the GPO jacket, purchase order and program number, and must be submitted to the attention of Kate Schmidt and David Greenberg at the address shown directly above.

The Government will approve, conditionally approve, or disapprove the samples from the Pre-Production Validation Test within 5 workdays of receipt thereof. Approval or conditional approval must not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval must state any further action required by the contractor. A notice of disapproval must state the reasons thereof.

PRE-PRODUCTION PRESS AND MAIL RUN TEST: The contractor will be required to demonstrate their ability to perform the contract requirements, prior to commencement of production, by performing a 12-hour preproduction press and mail run test utilizing the test files transmitted electronically shortly after the post award conference.

During the 12-hour period, the contractor will be required to print and prepare for mailing the following quantities of AJS-1 and T2R notices:

T2R	Mailer 1	55,000
	Mailer 2	2,000
AJS-1	Mailer 3	126,333
TOTAL		183,333

The contractor must perform the AJS-1 and T2R Notice Preproduction Press and Mail Run Test on the equipment they intend to use during live production and using their personnel. This test must be conducted during normal business hours, Monday through Friday. The press run test run will incorporate all aspects of the program consisting of the receipt of wire transmitted data; the duplex/ imaging (and simplex imaging when an odd page is required) of notices; gathering; folding; binding; inserting; metering (if approved by SSA under certain circumstances); presorting; and preparing finished notices for delivery to the USPS. This must include any and all reprints required during the course of this test. To simulate actual production conditions the product produced must be in accordance with all contract specifications and all USPS regulations. The contractor will be required to have all composition, proofing, printed leaflets, booklets, forms, and envelopes necessary for the test, completed prior to beginning the test. Contractor must have adequate supplies on-hand to complete the test. Mailers are to be completed in accordance with contract requirements, inserted into correct envelopes, and prepared for mailing.

The contractor must produce a minimum of 183,333 notices in a continuous 12-hour period that will prove to the Government representatives the contractor can satisfactorily complete the requirements of this contract during

live production. The 12-hour period for the printing process will begin when an "OK TO PRINT" is given by the Government representative(s) on site. The inserting and mailing process will begin when the contractor deems they have sufficient materials printed to begin the inserting process.

The printing, inserting and mail process must be completed in the continuous 12-hour period. See "**SCHEDULE**" for date of the preproduction press and mail run test.

All samples must be manufactured at the facilities in which the contract production quantities are to be manufactured. Samples of the preproduction press and mail run test will be brought back to SSA for validation. The Government will approve, conditionally approve, or disapprove the output within seven (7) workdays of receipt thereof.

Approval or conditional approval must not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval must state any further action required by the contractor. A notice of disapproval must state the reasons thereof.

SYSTEMS CHANGE/SIGNATURE CHANGE/NEW NOTICE FILES VALIDATION TEST: When required, the Government will furnish test files for wire transmission that are to be used in performing a Systems Change/Signature Change/New Notice Files Validation Test. This test is required whenever SSA initiates a systems/programming change, a signature change, or when a new notice workload is developed. The contractor must furnish up to 100 printed samples (no envelopes or enclosures). The Government will approve, conditionally approve or disapprove the samples within seven (7) workdays of receipt thereof. Submit these samples to SSA, ATTN: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

The Systems Change/Signature Change/New Notice Files Validation Test must occur without a break in production of daily notices. The Government will inform the contractor in advance when the regular daily wire transmissions will contain the systems changes.

NOTE: Failure of the contractor to perform any of the tests (i.e., Pre-Production Validation Test, Wire Transmission Test, 12-Hour Pre-production Press and Mail Run Test and Systems Change/Signature Change/New Notice Files Validation Test) satisfactorily may be cause for default. The Government reserves the right to waive the requirements of any of these tests. Contractor will be notified at the post-award conference if any test(s) is to be waived.

PRODUCTION INSPECTION: Production inspection(s) may be required at the contractor's/subcontractor's plant for the purpose of establishing that the receipt of transmitted files, the printing of forms, booklets, leaflets, and/or envelopes, collating, folding, perforating, inserting and mailing is being accomplished in accordance with contract attributes and requirements. A production inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

When a production inspection is required, the Government will notify the contractor.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002. **NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.**

Press sheets must contain one color bar for each color placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, 75%; dot gain scale (GATF, BRUNNER, or GRETAG); and gray balance patches for process color, repeated across the entire press sheet.

The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin lumination.

NOTE: *Before production begins on any new workloads, a production inspection(s) may be required at the contractor's plant.*

MARGINS: Will be indicated on print order, sample, or electronic file.

CONSTRUCTION/BINDING:

Notices: Gather all pages of a notice in numerical sequence. Notices are to be nested together with all faces forward. Fold from a flat size of 8-1/2 x 11" to 8-1/2 x 3-11/16" or 8-1/2 x 5-1/2" as indicated and insert into the appropriate envelope with title out. Either wraparound or accordion folds will be acceptable for the trifold notices. The address on the first page of the notice must be visible through the window of the mail-out envelope.

NOTE: Bilingual Spanish/English notices consist of two parts: the first part is a Spanish notice; the second part is the same notice in English. The two parts must be nested together.

Payment Stub: The last leaf of approximately 25% of the T2R notices will contain a micro-perforated payment stub. (For bilingual Spanish/English notices, the payment stub will be on the last leaf of the Spanish notice and also on the last leaf of the English notice.) However, the micro-perforation will not be on the same leaf for every notice, because the notices have variable page counts. The contractor will be required to identify the payment stub page(s) (English and Spanish) requiring perforation (OMB No. 0960-0462 prints at the top of both the English and Spanish payment stub page) and ensure that only these pages are perforated.

Perforation: It is critical that the micro-perforation on the payment stub page must be 3-1/2" from the bottom of the payment stub page and run along the entire 8-1/2" dimension (**See Exhibit J**).

Form SSA-3105: Perforate on the fold 7" from left edge. Fold from a flat size of 10-1/2" x 8" to 3-1/2" x 8" with two parallel wraparound folds, title out. Follow sample.

Booklets: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. The finished product will be either 5-1/4" x 8" or 3-1/2" x 8".

Leaflet (SSA Publication No. 05-10018): Fold from a flat size of 10-1/2" x 8" down to 3-1/2" x 8", title out, with two parallel folds. Either wraparound or accordion folds are acceptable. Follow furnished folding sample.

Factsheet (SSA Publication No. 05-10007): Fold from flat size of 8-1/2" x 11" down to 8-1/2" x 5-1/2" with one fold, title out.

Mailout Envelope: (4-1/8" x 9-1/4"): Envelope must be open, with gummed fold-over flap for sealing and contain high cut diagonal seams. Flap is at the contractor's option but must meet all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, permit easy opening by the recipient, and not permit resealing of the envelope. Face of envelope to contain a 1-1/2" x 4-1/4" die cut address window with slightly rounded comers. Die cut is to be located 5/8" from the bottom edge of the envelope and 3/4" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope). The contractor has the option to adjust the size of the window opening (subject to Government approval), providing the visibility of the computer generated mailing address and barcode on the notice is not obscured, and other extraneous information is not visible when material is inserted into the envelope. Window is to be covered with a suitable poly-type, transparent, low-gloss material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's (USPS) readability standards/requirements.

Mailout Envelope: (6-1/8" x 9-1/2"): Envelope must be open, with gummed fold-over flap for sealing and contain high cut diagonal seams. Flap is at the contractor's option but must meet all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, permit easy opening by the recipient, and not permit resealing of the envelope. Face of envelope to contain a 1-3/4" x 4-1/4" die cut address window with slightly rounded corners. Die cut is to be located 1-3/4" from the bottom edge of the envelope and 3/4" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope). The contractor has the option to adjust the size of the window opening (subject to Government approval), providing the visibility of the computer generated mailing address and barcode on the notice is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

Window is to be covered with a suitable poly-type, transparent, low-gloss material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standards/requirements.

CRM Return Envelope and CRM CMS Envelope: (3-7/8" x 8-7/8"): Envelope must be open, with gummed fold-over flap for sealing and contain high cut diagonal seams or double side seams. Flap depth must be 1-1/2" and flap must be coated with a suitable remoistenable glue that will securely seal the return envelope for mailing. (Adhesive must not adhere to the contents of the envelope.)

Green BRM Envelope: (3-7/8" x 8-7/8"): Envelope must be open, with gummed fold-over flap for sealing and contain high cut diagonal seams or double side seams. Flap depth is at contractor's option, but must meet all USPS requirements. Flap must be coated with a suitable remoistenable glue that will securely seal the return envelope for mailing. (Adhesive must not adhere to the contents of the envelope.)

PACKING:

Gather the appropriate number of leaves per notice, fold as specified, and insert into mailout envelope with recipient's name and address on the first page facing out for visibility through window envelope. It is the contractor's responsibility to assure that only the computer-generated address and Intelligent Mail barcode on the notice will be visible through the window in the envelope with only one notice inserted into each envelope. When required, form(s), and/or Return envelope(s) are inserted behind the notice (when viewed from the window side of the envelope). When required, insert form(s), booklet(s), leaflet(s), factsheets, and/or return envelope(s) behind the notice (when viewed from the window side of the envelope).

In the case of bilingual Spanish/English notices, the recipient's name and address on the Spanish notice should be visible through the window envelope. (NOTE: The bilingual Spanish/English notices must be nested together.)

DISTRIBUTION:

Deliver f.o.b. destination on the first order and any order that requires a significant change to the language, format, or appearance of a notice, 30 complete sample copies of each type of notice, inserted into mailout envelopes. **DO NOT SEAL ENVELOPES.** Samples shall be printed and constructed in accordance with these specifications. Deliver samples to: SSA, Division of Printing Management, Attn: Kate Schmidt/David Greenberg, Room 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Deliver f.o.b. destination on the first order and any order that requires a copy change, 10 production samples of each business reply and courtesy reply envelope to: SSA, Division of Mail and Postage Policy, Attn: Kevin Jennings, Room 1309 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Deliver f.o.b. destination on the first order and any order that requires revisions to the booklets, 10 production samples of each pamphlet to: SSA, Division of Printing Management, Attn: Kate Schmidt/David Greenberg, Room 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Mail balance of all orders f.o.b. contractor's city. The contractor is responsible for all costs incurred in transporting this product to the U.S. Postal Service facility.

DOMESTIC FIRST CLASS LETTER-SIZE MAIL:

The contractor is required to prepare domestic First-Class letter-size mail in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual and Postal Bulletins in effect at the time of the mailing.

SPECIAL REQUIREMENT: This workload contains various weight pieces. The contractor is strongly encouraged to use manifest mail when postal regulations allow.

Contractor will be required to presort all mail in this contract and achieve USPS automated postal rates. To achieve the maximum automation compatible postal discount, the contractor is required to either presort the notices prior to printing or sort the mail after the notices are inserted. The contractor may use a Presort subcontractor for the mailing portion of the contract. SSA has the right to inspect the subcontractor for the security of the mailing operation and compliance with the contract.

ALL PIECES WITHOUT BARCODES MUST BE SEPARATED and mailed as a non-automation rate single piece mailing. The contractor must disclose how they will achieve maximum postage discounts as required in the contract.

NOTE: Mail addressed to United States territories and possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail) is Domestic Mail, not International Mail and should be included in the discount sorting.

SSA requires the use of Permit Imprint. The contractor must use SSA's "Postage and Fees Paid First Class Mail" permit imprint mailing indicia printed on each mail piece. Each mail piece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mail pieces. Permit imprint mailings must contain at least 200 identical pieces or 50 pounds. The contractor is cautioned to use the permit imprint only for mailing material produced under this contract.

The mail must be metered and any permit imprint must be covered/concealed by a meter strip. The contractor will be reimbursed for the metered postage by submitting a properly completed Postal Service form (or equivalent). All meter supplies will be borne by the contractor.

The contractor is required to prepare Domestic First Class letter-size mail pieces and obtain the maximum postage discount allowed by USPS in accordance with the appropriate USPS rules and regulations, including USPS Domestic Mail Manual, and Postal Bulletins on Automation-Compatible First-Class Domestic Mail Automated and Non-automated mail discount structure in effect at the time of the mailing; a) Automation (5-digit); (b)Automation (3-digit); (c) Automation (AADC); (d) Automation (Mixed AADC); (e) Non-automation (Presorted); and (f) Non-automation (Single Piece).

NOTE: The contractor will be required to produce and use a USPS Intelligent Mail Barcode (IMB) full service option and achieve the maximum postage discounts available with this option. The contractor will be required to comply with USPS requirements and place the IMB on all notices/mail pieces of this workload. The contractor is required to be capable of achieving the postage discounts available with the Full-Service option of the IMB program. The full service option requires the contractor to use Postal One.

NOTE: The contractor is responsible for producing and providing all reporting data required for acceptance and processing of full service mail required by USPS for the Intelligent Mail Barcode.

Intelligent Mail Barcoding, delivery address placement and envelopes used for the mailing are among the items that must comply with USPS requirements for automation-compatible mail in effect at the time of the mailing.

In addition, USPS has instituted a verification procedure called a "tap" test. This test is used to screen all mailings with barcoded inserts for proper barcode spacing within the envelope window. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone.

In addition, a clear space must be maintained that is at least 0.125" between the left and right edges of the window, and at least 0.028" clearance between the Intelligent Mail Bar code and the top and bottom edges of the window.

All letters in a mailing must pass the "tap" test in order to obtain the maximum postal discounts for the ordering agency. The contractor will be responsible for payment of any additional postage resulting from a loss of postage discounts due to failure to pass the "tap" test because of inaccuracy or failure to conform to USPS specifications.

Contractor should be aware that USPS uses the Mail Evaluation Readability Look-up Instrument (MERLIN) to evaluate barcodes. If MERLIN is in effect in the contractor's geographic area, the contractor must ensure that all barcoded mail meets the new barcode standards. The contractor will be responsible for payment of any additional postage resulting from a loss of such discounts due to failure of the contractor-generated barcodes to pass the MERLIN test because of inaccuracy or failure to conform to USPS specifications.

NATIONAL CHANGE OF ADDRESS (NCOA) AND CODING ACCURACY SUPPORT SYSTEM (CASS):

Addresses for Title II Redesign and AJS-1 will come from SSA's Master Beneficiary Record. SSA will provide certificates indicating that the addresses have been matched against both USPS-certified Coding Accuracy Support System (CASS) software and the National Change of Address (NCOA) service database. Updated NCOA and CASS certificates will be provided to the contractor by SSA throughout the duration of the contract.

USPS CERTIFIED MAIL

The domestic mail pieces included in these mailings may be required to be mailed using USPS Certified Mail. The contractor will prepare these mail pieces according to USPS regulations contained in the Domestic Mail Manual (DMM) under Section 503.2.0, Certified Mail.

Notices associated with the certified mail file shall be inserted into envelopes and processed as certified mail. The contractor must place the current Postal Service Form 3800 (20 digit certified number and barcode) on the envelope.

USPS INTERNATIONAL REGISTERED MAIL

The mail pieces included in these mailings may be required to be mailed using USPS International Registered Mail. The contractor will prepare these mail pieces according to USPS regulations contained in the International Mail Manual (IMM) under Section 330, Registered Mail.

Notices associated with the registered mail file shall be inserted into envelopes and processed as international registered mail. The contractor must place the current Postal Service Form 3806 (Receipt for Registered Mail) and PS Label 200 (13 digit registered number and barcode) on the envelope.

INTERNATIONAL FIRST CLASS MAIL:

All items mailed must conform to the appropriate USPS International Mail Manual (IMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of mailing.

Permit Imprint is to be used for International Mail providing the mailing consists of at least 200 pieces. Permit imprint may not be used if the mailing is less than 200 pieces. Instead, the mail must be metered and any Permit Imprint must be covered/concealed by a meter strip. The contractor will be reimbursed for the metered postage by submitting a properly completed Postal Service form (or equivalent). All meter supplies must be borne by the contractor.

If the mailing meets the qualifications for International Priority Airmail (IPA), it must be processed through IPA in accordance with USPS rules and regulations in effect at the time of the mailing. Contractor must prepare mailpieces in accordance with the shape-based requirements of First-Class Mail International service listed in the USPS International Mail Manual (IMM) and the additional requirements for IPA as specified in the most recent IMM. The contractor is required to sort the mail to achieve the maximum postage discounts available with the IPA program. To maximize postage savings, the contractor shall sort to the IPA Rate Group 1 through 15. Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items.

The complete address of the sender, including ZIP Code and country of origin, should be shown in the upper left corner of the address side of the envelope, package, or card. International Mail return addresses must show as the last line of the address "UNITED STATES OF AMERICA", or "USA", all in upper-case letters. All International Mail must be endorsed "PAR AVION" or "AIR MAIL" as described in the USPS IMM. The contractor may use a rubber stamp to meet these requirements.

Note: International mail cannot contain a presort endorsement. Again, note, mail addressed to United States possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palua, Puerto Rico, Virgin Islands and Wake Island), and Military Overseas addresses (APO/FPO mail) is Domestic Mail, NOT International Mail.

MAILING DOCUMENTATION: The contractor shall provide SSA with complete copies of all documents used by USPS to verify and accept the mail (e.g., computer records of presort ZIP+4, bar code breakdown, press runs, etc.) including GPO's Form 712 (Certificate of Conformance), noted with file date and mailer number. The contractor shall place the number that is on top of the GPO Form 712 (the number that starts with "A") in the space provided on the USPS mailing statements. If no space is provided on the mailing statement, place the number in the upper right margin of the mailing statement.

NOTE: The contractor will use SSA's eight digit Federal Agency Cost Code (276-00060) on all USPS mailing documents.

The contractor shall provide the copies to SSA's Division of Printing Management via overnight/next day delivery carrier (at contractor's expense) within 72 hours of being delivered to USPS. All copies must be legible and include both obverse and reverse side and should be addressed to SSA, ATTN: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Furnished material, proofs, and USPS validated copies of postal documentation must be delivered (via overnight carrier) to the SSA Division of Printing Management at the address stated under "SCHEDULE".

Upon termination of this contract, the contractor must return all camera copy made for each envelope and Form SSA-3105 to SSA, SSA, ATTN: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Within 10 workdays of completion of each order, one copy of the contractor's billing voucher must be sent via email to SSA, Attn: Kathryn.Schmidt@ssa.gov and David.Greenberg@ssa.gov.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

PAYMENTS ON PURCHASE ORDER: Processing vouchers for payment, FAX the completed invoice to GPO by utilizing the GPO barcode coversheet program application. Access the following hyperlink and follow the instructions as indicated:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes MUST be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

NOTE: Do not mail your invoice to any other GPO Procurement Office

SCHEDULE: Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the daily electronic task order.

In the event that it becomes necessary for the contractor to deviate from the specified mail out date or the quantity to be mailed, SSA must be notified immediately.

Furnished material and proofs must be picked up from and delivered to: SSA, ATTN: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Manuscript copy, camera copy, PDF file or electronic media for envelopes, forms, booklets and leaflets will be provided at the post-award meeting.

The first task order for actual production will be issued in July.

SCHEDULE FOR PROOFS:

The contractor must submit all proofs for envelopes, forms, booklets, leaflets and fact sheet within seven (7) workdays after receipt of furnished materials.

The Government will approve, conditionally approve, or disapprove these proofs within five (5) workdays of the receipt thereof.

Submit revised proofs, if necessary due to author's alterations, within five (5) workdays after receipt of furnished material.

Revised proofs will be available for pickup within three (3) workdays.

SCHEDULE FOR PRIOR TO PRODUCTION TESTS:

Prior to receiving wire transmission of live production data files, the contractor will be required to perform the following tests: (The wire transmission test will begin after the Government is notified of the availability of the system.)

1. Pre-production Validation Test –

Within five (5) workdays after final approval of proofs and prior to the Pre-Production Press and Mail Run test, the contractor is required to perform a Pre-Production Validation Test. The contractor must furnish SSA a total of 75 printed samples of the notices (25 sample notices from each of the three mailers) from the test files furnished shortly after the post award conference. The Government will approve, conditionally approve or disapprove the samples from the Pre-Production Validation Test within 10 workdays of receipt thereof. (See **PRE-PRODUCTION VALIDATION TEST**).

2. Programming a New Notice or Notice Change/Signature Validation Test/New and Existing Notice Files Validation Test –

When required, the Government will furnish test files for wire transmission that are to be used performing a Systems Change Validation Test. This test is required whenever SSA initiates a systems/programming change. When required, the contractor will furnish up to 25 printed samples (no envelopes or enclosures). The Government will approve, conditionally approve or disapprove the samples within seven (7) workdays of receipt thereof.

3. Preproduction Press and Mail Run Test –

The contractor will be required to perform a 12-hour press and mail run test on their equipment and using their personnel, within 5 workdays after Government approval of validation test samples and after the contractor receives the materials necessary to perform the test.

The contractor will be required to print and prepare for mailing 183,333 notices. The mailers will be produced in accordance with all contract specifications and USPS regulations.

(See “**PREPRODUCTION PRESS AND MAIL RUN TEST**”.)

4. **Wire Transmission Test –**

The contractor will be required to receive within one workday 5,500,000 notices (multiple pages). The contractor will be required to perform a Record Count Verification within one workday after the complete transmission of the test file. The contractor will be required to copy the files to their own system and provide Kate Schmidt/David Greenberg, of SSA's Division of Printing Management with the exact counts received (broken down by dataset name) before proceeding with any other processing. SSA will respond immediately for verification. When the Record Count Verification has been successfully completed, the contractor will be required to provide SSA within two workdays, 320 sample notices (20 samples from each PC) from the wire transmission test files for AJS-1 and T2 R workloads. (See **“WIRE TRANSMISSION TEST”**).

NOTE: Contractor must notify GPO of the date and time the preproduction press/mail-run test will be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to all tests.

The contractor will be required to have all material(s) necessary to perform these tests. Government representative will witness all phases of the Preproduction Press and Mail Run Test. The contractor must produce a sufficient amount of notices that will prove to the Government representatives that the contractor can satisfactorily complete the requirements of this contract during live production.

NOTE: Failure of the contractor to perform any of the above tests satisfactorily may be cause for default. The Government reserves the right to waive the requirements of these tests. The contractor will be notified at the Post award Conference if any test(s) will be waived.

PRODUCTION SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the daily electronic task order and verification of counts from same.

Workday - The term “workday” is defined as Monday through Friday each week, excluding the days on which Federal Government holidays are observed. Also excluded are those days on which the Government Printing Office is not open for the transaction of business, such as days of national mourning, hazardous weather, etc.

Federal Government Holidays are as follows: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

NOTE: *The contractor's FTMS software must be operational for the receipt of data files 24 hour per day, seven (7) days per week, unless otherwise specified by the Government (see **“WIRE TRANSMISSIONS”** for additional information).*

Live production files will be transmitted on a daily basis Monday through Saturday for Title II Redesign and AJS-1, except for Federal holidays in which case the data will be transmitted on the next day (i.e., when a Federal holiday falls on a Friday, production files will be transmitted on Saturday).

NOTE: Contractor must not proceed with processing a transmission until counts are verified against the task order. If a discrepancy is found, the contractor must call SSA's Scheduling Helpline immediately at 410-966-5469.

REGULAR SCHEDULE:

Title II Redesign (Mailers 1-2): Complete production and mailing must be made on Daily Notices and the spike notices within five (5) workdays after receipt of each complete wire transmission (e.g., transmissions received on Monday must be mailed by the close of business the following Monday; transmissions received on Saturday must be mailed by the close of business Friday).

AJS-1 Notices (Mailer 3): Complete production and mailing must be made on all AJS-1 daily notices within two (2) workdays after receipt of each complete wire transmission; e.g., transmissions received on Monday must be mailed by close of business Wednesday, transmissions received on Saturday, must be mailed by close of business Tuesday.

AJS-1 SPIKE Notices (March): Complete production and mailing must be made on AJS-1 SPIKE Notices received in March within five (5) workdays after receipt of each complete wire transmission; e.g., transmissions received on Monday must be mailed by the close of business the following Monday, transmissions received on Saturday must be mailed by the close of business Friday. There are 160 segments that are wire transmitted during the AJS-1 SPIKE runs. (See data set names for additional information.) Depending on the volume of notices to be transmitted, normal transmission time is 20-24 hours. **For the AJS-1 March Spike notices, actual production is not to begin until signoff has been given.**

AJS-1 SPIKE Notices (October): Complete production and mailing must be made on AJS-1 SPIKE Notices received in October within 15 workdays after receipt of each complete wire transmission. There are 160 segments that are wire transmitted during the AJS-1 SPIKE runs. (See data set names for additional information.) Depending on the volume of notices to be transmitted, normal transmission time is 20-24 hours. **For the AJS-1 October Spike notices, actual production is not to begin until signoff has been given.** NOTE: All PC8 files must be printed and mailed first, since they contain the foreign addresses.

DAILY MAILERS EXCEEDING ESTIMATED QUANTITIES/PREMIUM PAYMENTS:

The maximum number of mailers transmitted from SSA to the contractor in any given day is 580,000 for Mailers 1-3 combined (Title II Redesign and AJS-1 Notices) including **T2R Spikes** (this does not include the AJS-1 Spikes). If this figure is exceeded by 25%, the Contractor will receive a "Premium Payment" of 15% for those extra notices. No additional time will be allowed for the mailing of these notices. Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their voucher.

One copy of billing payment voucher form 1034 for each print order showing amount of billing invoice must be sent within 10 days of mailing date to: SSA, ATTN: Kate Schmidt/David Greenberg, 1332 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. The original voucher will be sent to the Comptroller FMS, U.S. Government Printing Office.

PRODUCTION AND PRESS SHEET INSPECTIONS: The contractor must notify GPO of the date and time that the **Production Inspection** or **Press Sheet Inspection** can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection for orders placed on the regular schedule.

Notify the U.S. Government Printing Office, Quality Control, Term Contracts Division (P.C.), telephone area code 202-512-0542. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e) (1), Inspections and Tests in **GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987; Rev. 6-01)**. When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

NOTE: If the backup facility is used for the production of these notices, the Government will require a press sheet inspection. Prior to production, notification must be given at least 72 hours in advance of production start up.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, and labels will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0520; callers outside the Washington, DC may call toll free 800-424-9470 or 800-424-9471.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email; call; or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “**SCHEDULE OF PRICES**” to the following units of production which are the estimated requirements to produce the one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

The following item designations correspond to those listed in the “**SCHEDULE OF PRICES.**”

- I.** 21
- II.** (a) 348
(b) 60
- III.** (a) 250
(b) 47,016
(c) 6,158
(d) 35,328
(e) 900
(f) 28
(g) 490
(h) 8
(i) 1,212
(j) 14
(k) 42

		Format A	Format B	Format C
IV.	(a)	XXXX	47,016	XXXX
	(b)	14,856	42	XXXX
	(c)	XXXX	6,158	35,328
	(d)	XXXX	900	XXXX
	(e)	XXXX	28	XXXX
	(f)	XXXX	490	XXXX

- V.** (a) 32,507
(b) 2,821
(c) 6,158

- VI.** (a) 1
(b) 1
(c) 1

- VII.** (a) 3

- VIII.** (a) 1,380

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Baltimore, MD, and f.o.b. contractor’s city for all mailing.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Cost of all required paper must be charged under Item **IV. “PAPER.”**

Saddle-stitched booklets: A charge will be allowed for each page whether printed or blank. Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

I. COMPOSITION: Prices offered must be all-inclusive, and must include the cost of all operations required in accordance with the terms of these specifications for composition of each of the 21 envelopes.

(a) Envelopesper envelope.....\$_____

II. PROOFS: Booklets, Leaflets, Factsheets, Forms, and Envelopes

(a) Color content proofs.....per trim/page-size unit.....\$_____

(b) Ink jet color proofs.....per trim/page-size unit.....\$_____

III. PRINTING/IMAGING and BINDING: Prices offered must be all-inclusive and include the cost of all materials and operations necessary (except paper) for the complete production of the product listed in accordance with these specifications.

(a) *Daily makeready/setup charge\$_____

*Contractor will be allowed only one (1) makeready/setup charge per day. This combined charge shall include all materials and operations necessary to makeready and/or setup the contractor's equipment for the 3 mailers. Contractor cannot submit invoices with more than one makeready/setup charge per day.

(b) Notices face and back..... per 1,000 leaves.....\$_____

(c) Mailout Envelope (4-1/8 x 9-1/4”).....per 1,000 envelopes...\$_____

(Initials)

- (d) Mailout Envelope (6-1/8 x 9-1/2")per 1,000 envelopes.....\$ _____
- (e) Green BRM Envelopeper 1,000 envelopes.....\$ _____
- (f) CRM and CRM CMS Return Envelopes.....per 1,000 envelopes.....\$ _____
- (g) Form SSA-3105: (10-1/2 x 8")
Price offered includes folding and perforation.....per 1,000 complete forms.....\$ _____
- (h) Leaflets: SSA Pub. 05-10018
(Printed face and back)
(10-1/2 x 8") price offered includes
folding down to (3-1/2 x 8").....per 1,000 complete leaflets \$ _____
- (i) Saddle-stitched booklets: SSA Pubs 05-10076,
05-10077, 05-10153, 05-10903, 05-10976 and 05-10977
(5-1/4 x 8")
including binding.....per 1,000 complete booklets\$ _____
- (j) Saddle-stitched booklets SSA Pubs 05-10137,
05-10138 (3-1/2 x 8")
including binding.....per 1,000 complete booklets.....\$ _____
- (k) Factsheets: SSA Pubs 05-10007
(8-1/2 x 11") price offered includes
folding.....per 1,000 factsheets.....\$ _____

IV. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual task order, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Trim Size" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Notices:	8-1/2 x 11	A charge will be allowed in Format B for each page-size leaf.
Mailout Envelope:	4-1/8 x 9-1/4"	One page-size leaf in Format B will be allowed for each envelope.
Mailout Envelope:	6-1/8 x 9-1/2"	One page-size leaf in Format C will be allowed for each envelope.
Green BRM Envelope: CRM and CRM CMS Envelope:	3-7/8 x 8-7/8"	One page-size leaf in Format B will be allowed for each envelope.
SSA-3105:	10-1/2 x 8"	One page-size leaf in Format B will be allowed for each form.
Leaflets:		
SSA Pub. 05-10018	10-1/2 x 8"	One page-size leaf in Format B will be allowed for each pamphlet.

_____ Initials

Booklets:

SSA Pub. 05-10076	5-1/4 x 8"	A charge will be allowed in Format A for each page-size leaf.
SSA Pub. 05-10153	5-1/4 x 8"	
SSA Pub. 05-10077	5-1/4 x 8"	
SSA Pub. 05-10903	5-1/4 x 8"	
SSA Pub. 05-10976	5-1/4 x 8"	
SSA Pub. 05-10977	5-1/4 x 8"	
SSA Pub. 05-10137	3-1/2 x 8"	A charge will be allowed in Format A for each page-size leaf.
SSA Pub. 05-10138	3-1/2 x 8"	

Factsheets:

SSA Pub. 05-10007	8-1/2 x 11"	A charge will be allowed in Format B for each page-size leaf.
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Per 1,000 Leaves

	<u>Format A</u> (5-1/4 x 8") (1)	<u>Format B</u> (8-1/2 x 11") (2)	<u>Format C</u> (14 x 8") (3)
(a) White Offset Book (50 lb.) (Notices)	\$ XXXXX	\$ _____	\$ XXXXX
(b) White Offset Book (60 lb.) (Factsheets, Leaflets, and Booklets)	\$ _____	\$ _____	\$ XXXXX
(c) White Wove (24 lb.) Mailout Envelopes	\$ XXXXX	\$ _____	\$ _____
(d) Green Writing (20 lb.) 3-7/8 x 8-7/8" BRM Envelope	\$ XXXXX	\$ _____	\$ XXXXX
(e) White Writing (20 lb.) 3-7/8 x 8-7/8" CRM and CRM CMS Envelope	\$ XXXXX	\$ _____	\$ XXXXX
(f) White C.W. Writing (20 lb.) Forms SSA-3105	\$ XXXXX	\$ _____	\$ XXXXX

V. INSERTING AND MAILING: Prices offered must include the cost of all required materials and operations necessary for the mailing of the notice including cost of collating notice (single or multiple leaves) in proper sequence and folding to required size in accordance with these specifications, insertion of notice(s), and appropriate inserts as required (i.e., form(s), pamphlet(s), leaflet(s) and refund/return envelope(s)), into mailout envelope and mailing in accordance with these specifications.

Per 1,000
Complete Mailers

(a) Mailer 1 (English Notice, Mailout Envelope,
Form SSA-3105, Pub Nos. 05-10007, 05-10018, 05-10076, 05-10077, 05-10137,
05-10153, Green BRM Return Envelope, CRM Return Envelope,
CRM CMS Return Envelope)..... \$ _____

(Initials)

- (b) Mailer 2 (Spanish/English Notice, Mailout Envelope, Form SSA-3105, Pub Nos. 05-10007, 05-10018, 05-10138, 05-10903, 05-10976, 05-10977, Green BRM Return Envelope, CRM Return Envelope, CRM CMS Return Envelope)..... \$ _____
- (c) Mailer 3 (Notice, Mailout Envelope)..... \$ _____

VI. PREPRODUCTION TESTS: Price offered must include all costs incurred in performing the three (3) tests (Preproduction Press and Mail Run Test, Wire Transmission Test and Validation Test) as specified in these specifications. These costs shall cover but are not limited to: machine time, personnel, all required materials, wire transmissions, films, plates, paper, printing, imaging, collating, inserting, mail preparation, and any other operations necessary to produce the required quantities of the product in the time specified and in accordance with specifications.

- (a) Preproduction Press and Mail Run Test \$ _____
- (b) Wire Transmission Test..... \$ _____
- (c) Validation Test \$ _____

VII. PROCESSING/FORMATTING FILES:

- (a) The contractor will be allowed only one (1) charge per notice workload for the term of the contract to process and/or format the AFP files, AFP resources and the Mail Run Data Files supplied necessary to print and mail the notices for each notice workload.

Processing/Formatting Files.....per/notice workload.....\$ _____

VIII. ADDITIONAL OPERATIONS:

- (a) Destruction of outdated stock..... per 1,000 pieces..... \$ _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Initials)